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Automated Land and Mineral
Record System
ALMRS

Volume 2

Baseline Records

For:

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ALMRS-GIS Project Office - DSC
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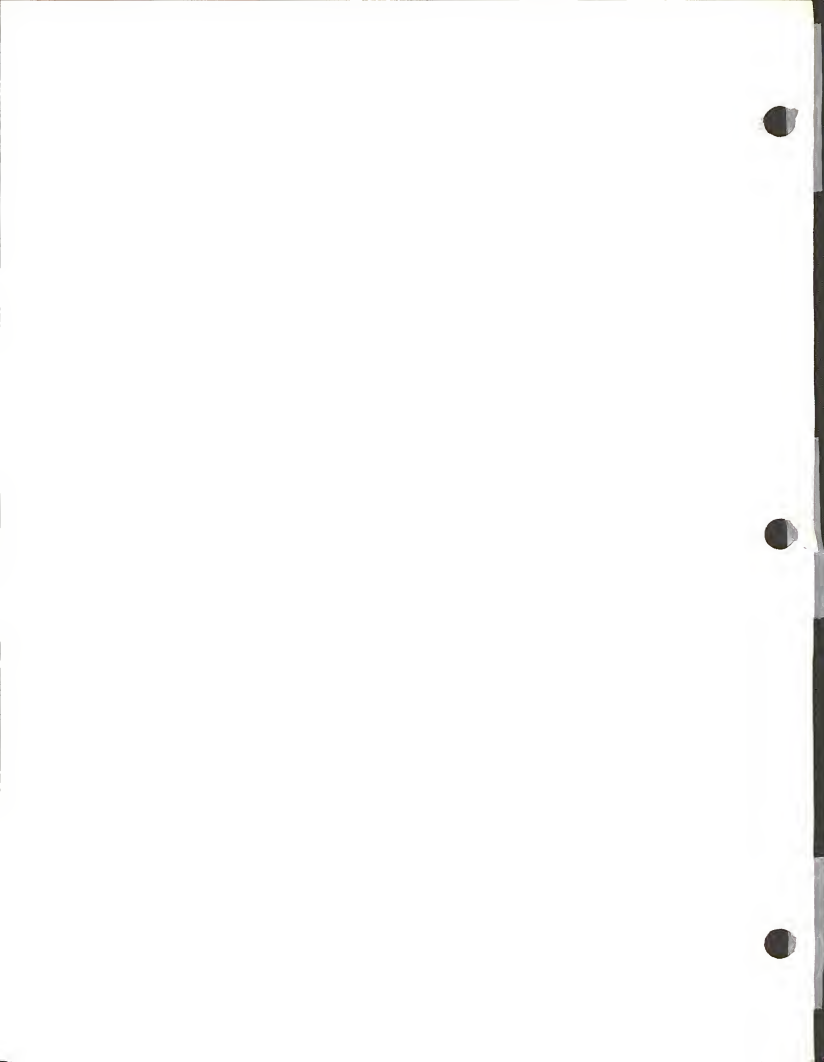
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CHAPTER 1 INTRODUCTION

1.1	PURPOSE	1-1
1.2	DOCUMENT ORGANIZATION	1-2

CHAPTER 2 PAST AND CURRENT RECORDS

2.1	OLD RECORDS	2-2
2.1.1	General Land Office Plats	2-2
2.1.1.1	General Land Office Plat Component List	2-2
2.1.1.2	General Land Office Plat Transition To New Records	2-4
2.1.1.3	General Land Office Plat Transition Exceptions	2-4
2.1.2	Tract Books	2-5
2.1.2.1	Tract Book Components	2-5
2.1.2.2	Tract Book Transition To New Records	2-7
2.1.2.3	Tract Book Transition Exceptions	2-7
2.1.3	Name Index Card File	2-7
2.1.3.1	Name Index Card File Components	2-7
2.1.3.2	Name Index Card File Transition To New Records	2-8
2.1.4	Indian Reservation Allotment Books	2-8
2.1.4.1	Indian Reservation Allotment Books Component List	2-8
2.1.4.2	Indian Reservation Allotment Books Transition To New Records	2-9
2.1.4.3	Indian Reservation Allotment Books Transition Exceptions	2-9
2.1.5	Serial Register Pages	2-9
2.1.5.1	Serial Register Page Components	2-10
2.1.5.2	Serial Register Page Transition To New Records	2-10
2.1.6	Patents, Grants And Deeds	2-11
2.1.6.1	Patent/Deed/Grant Components	2-11
2.1.6.2	Transition To New Records	2-13
2.1.7	Clear List/Lieu Selection	2-13
2.1.7.1	Clear List/Lieu Selection Components	2-13
2.1.7.2	Clear List/Lieu Selection Transition To New Records	2-14
2.1.8	Pre-FLPMA (Federal Land Policy And Mineral Act) Mining Claim	2-14
2.1.8.1	Pre-FLPMA Mining Claim Location Index Components	2-14
2.1.8.2	Pre-FLPMA Mining Claim Location Index Transition To New Records	2-15
2.1.8.3	Pre-FLPMA Mining Claim Location Index Transition Exceptions	2-15
2.1.9	Acquired Lands	2-16
2.1.10	Rights-of-way Maps	2-16
2.1.10.1	Rights-of-way Map Components	2-16
2.1.10.2	Rights-of-way Maps Transition To New Records	2-17
2.1.11	Protraction Diagrams	2-18

2.1.11.1	Protraction Diagram Components	2-18
2.1.11.2	Protraction Diagram Transition To New Records	2-18
2.1.11.3	Protraction Diagram Transition Exceptions	2-18
2.1.12	Connecting Sheets	2-19
2.1.12.1	Connecting Sheet Components	2-19
2.1.12.2	Connecting Sheet Transition To New Records	2-19
2.1.13	Administrative And Legal Orders	2-19
2.1.14	Case Files	2-20
2.2	NEW RECORDS	2-20
2.2.1	Master Title/Use/Supplemental Plats	2-21
2.2.1.1	Master Title Plat Component List	2-21
2.2.1.2	Use Plat Component List	2-25
2.2.1.3	Supplemental Plat Component List	2-25
2.2.1.4	Transition To ALMRS	2-25
2.2.1.5	Transition Exceptions	2-26
2.2.2	Miscellaneous Document Index	2-27
2.2.2.1	Miscellaneous Document Index Component List	2-27
2.2.2.2	Miscellaneous Document Index Transition Into ALMRS	2-27
2.2.3	Historical Index	2-27
2.2.3.1	Historical Index Component List	2-27
2.2.3.2	Acquired Lands Historical Index Component List	2-28
2.2.3.3	Historical Index Transition Into ALMRS	2-29
2.2.3.4	Historical Index Transition Exceptions	2-29
2.2.4	Control Document Index	2-29
2.3	AUTOMATED SYSTEMS	2-30
2.3.1	Case Recordation/ORCA	2-30
2.3.1.1	Case Recordation Component List	2-30
2.3.1.2	On-line Recordation And Case Access Component List	2-31
2.3.1.3	Case Recordation/On-line Recordation And Case Access	2-32
2.3.1.4	Case Recordation/On-line Recordation And Case Access	2-32
2.3.2	Mining Claim Recordation	2-33
2.3.2.1	Mining Claim Recordation Component List	2-33
2.3.2.2	Mining Claim Transition To ALMRS	2-34
2.3.3	Master Name	2-34
2.3.3.1	Master Name Component List	2-34
2.3.3.2	Master Name Issues	2-34
2.3.4	Bond And Surety Data	2-35
2.3.4.1	Bond Data Component List	2-35
2.3.4.2	Surety Data Component List	2-36
2.3.4.3	Bond And Surety Data Issues	2-37
2.4	ALMRS SYSTEM AS CURRENTLY DEFINED	2-37
2.4.1	Legal Land Description	2-37
2.4.1.1	Legal Land Description Component List	2-37
2.4.1.2	Legal Land Description Issues	2-38
2.4.2	Current Status	2-39
2.4.2.1	Current Status Component List	2-39
2.4.2.2	Current Status Issues	2-42

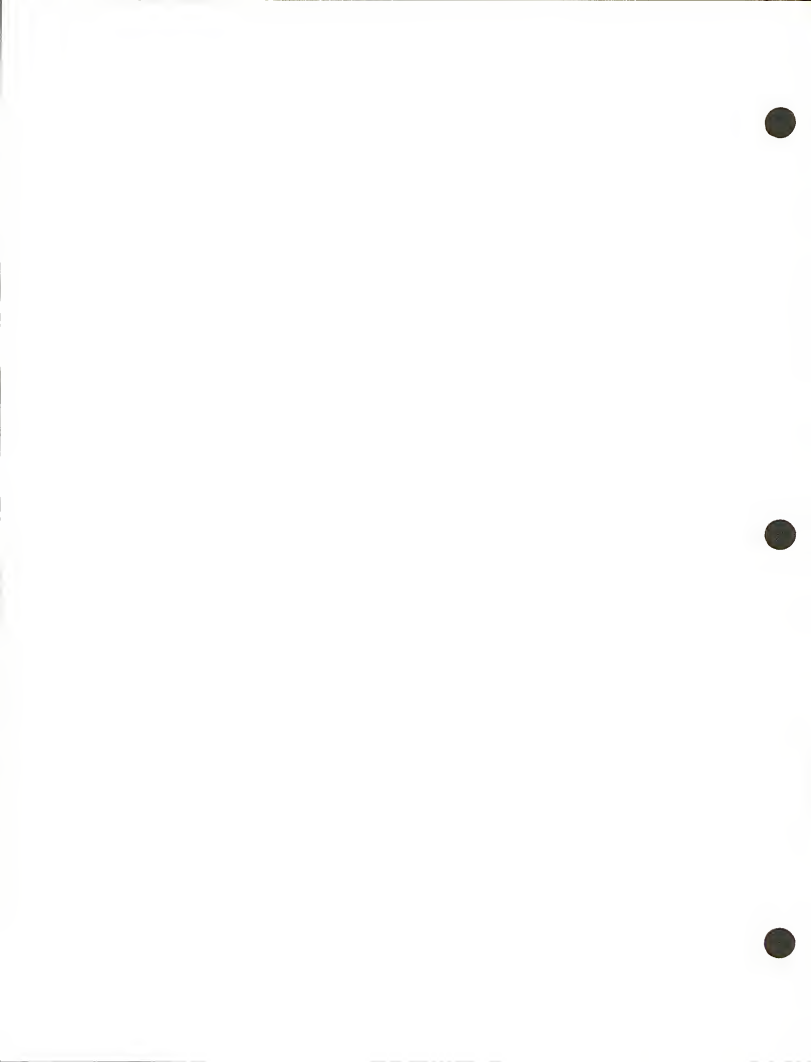
2.4.3	Manual Portion Of ALMRS	2-43
2.5	RECORDS AUDIT SUMMARY	2-43

CHAPTER 3 ACTIONS AFFECTING RECORDS

3.1	ACQUISITIONS (FEE, LESS THAN FEE)	3-5
3.2	EXCHANGES, SALES, R&PP, CONVEYANCE OF FEDERALLY OWNED MINERALS, CONVEYANCE (ALASKA), OCCUPANCY AND USE	3-5
3.3	WITHDRAWALS AND LAND CLASSIFICATIONS	3-6
3.4	GRANTS	3-6
3.5	RIGHTS-OF-WAY	3-7
3.6	LEASES AND PERMITS	3-8
3.7	OIL AND GAS	3-9
3.8	GEOHERMAL, COAL, SOLIDS OTHER THAN COAL	3-10
3.9	SALEABLE MINERALS	3-11
3.10	LOCATABLE MINERALS	3-12

CHAPTER 4 CURRENT PROCESSING OF RECORDS

4.1	INTRODUCTION	4-1
4.2	DATA FLOW DIAGRAMS	4-2
4.3	PROCESS LIST	4-9
4.4	INPUT/PROCESS/OUTPUT NARRATIVES	4-10
4.5	DATA DICTIONARY AND CROSS REFERENCE LIST	4-24



CHAPTER 1

INTRODUCTION

1.1 PURPOSE

The purpose of this document is to provide sufficient information concerning past and present Land and Mineral Records to the Automated Land and Mineral Record System (ALMRS) Project Office and the ALMRS user community such that an accurate and comprehensive Land and Mineral Data Base may be specified in subsequent efforts. The approach used to gather this information was: 1) to document the data content of the past and present Land and Mineral Records; 2) to trace the data from the old records system, through the new records system and automated systems such as Case Recordation and Mining Claim Recordation, into ALMRS, which presently consists of the Legal Land Description (LLD) and Current Status data; 3) to document the actions that affect Land and Mineral Records under the new records system; and 4) to document the policies and procedures currently employed by the Bureau of Land Management (BLM) to maintain the Land and Mineral Records.

The term "Land and Mineral Records" is widely used but not clearly defined. Its meaning may change depending upon the context in which it is used. Within the context of this document, Land and Mineral Records are defined as data meeting one or more of the following criteria:

1. Original documents describing the location, disposition or use of public lands such as patents, deeds, leases, etc.;
2. Secondary documents abstracted from the original documents used to illustrate or reference the location, disposition, or use of public lands such as the Master Title Plat (MTP) or the Historical Index (HI); and
3. Data affecting the disposition or use of public lands such as Executive Orders (EO), Public Land Orders (PLO), etc.

INTRODUCTION

This definition, although broad, must be used as to not artificially limit this document's scope of research. The ALMRS implementation will eventually solidify the definition of Land and Mineral Records.

1.2 DOCUMENT ORGANIZATION

This document is organized into four chapters. Chapter 1 -- Introduction -- provides information about the document. Chapter 2 -- Past and Current Records -- defines the data contained in the various record systems utilized by the BLM and prior agencies. Chapter 2 defines old BLM records; new BLM records, the BLM ALMRS system, as it is currently being used; and the BLM Records audit summary. This chapter describes these records as they are currently being used within the BLM Records System. Chapter 3 -- Actions Affecting Records -- documents actions that directly affect the Land and Mineral Records. Chapter 3 is intended to be used specifically for the on-going ALMRS project for systems analysis. Chapter 4 -- Current Processing of Records -- documents the processes associated with maintaining Land and Mineral Records through data flow diagrams, process narratives, and a data dictionary.

CHAPTER 2

PAST AND CURRENT RECORDS

This chapter will discuss each of the methods used to record land and mineral data within BLM and predecessor agencies. The record systems studied were the old records system (General Land Office (GLO) Status Plats, Tract Books, etc.), the new records system (Master Title Plat, Historical Index, etc), the automated systems (Case Recordation, Mining Claim Recordation, etc.), and the ALMRS data currently defined (Legal Land Description and Current Status).

Each of the specific types of records are described in this chapter. Each discussion includes:

1. an explanation of the components recorded;
2. an audit of each component's transition to the next records system (old records transition to new records or automated systems - the new records subsequent transition to ALMRS, etc.); and
3. a discussion of the components that are not being transitioned forward.

The transition audit is important to validate the data within ALMRS as well as point out exceptions, i.e. data that was not included in a subsequent implementation of a records system, either the new records system, other automated systems or ALMRS.

PAST AND CURRENT RECORDS

2.1 OLD RECORDS

Old records, as defined in this document, include, but are not limited to the GLO Plats, Tract Books, Name Index Card File, Serial Register Pages (SRP), Indian Reservation Allotment Books, patents, grants, deeds, clear lists, the pre-FLPMA Mining Claim Index, land utilization documents, rights-of-way maps, protraction diagrams, connecting sheets, surveys, land orders, publications, case files and other conveyance documents.

2.1.1 General Land Office Plats

A GLO Plat is a graphic illustration of a township usually consisting of thirty-six sections. Initially, it was an illustration drawn to support a survey of all or part of a township and was transformed into a tool to show current title information, withdrawals, rights-of-way, classifications, and designations. The local land office status plat was the triplicate original of the survey plat. The original was filed with the survey general's office. The duplicate original was sent to the Washington, D.C. office.

2.1.1.1 General Land Office Plat Component List -

The GLO Plat consists of several groups of information including plat information, survey data, entries, withdrawals, rights-of-way, classifications, and designation.

The plat information appears on the top, bottom and sides of the township illustration and serves to describe the whole plat. This information includes:

1. township;
2. range;
3. principal meridian;
4. geographic state;
5. margin notes used to document activity affecting all or part of the township, case activity that was not required to be drawn, and other special situations related to the disposition or use of public lands;

PAST AND CURRENT RECORDS

6. the drawing's scale (which varied over the years);
7. the Surveyor General's approval;
8. the survey history block listing the surveyor, the date contracted (if applicable), the date surveyed, the amount of the township surveyed, and the mean direction of the survey; and
9. total number of acres in the township (acreage).

Cadastral survey data is the basis for drawing the GLO Plats. The types of survey information found on a survey plat include:

1. the township exterior boundary;
2. the offset township lines illustrating the corners of the surrounding townships;
3. topography and hydrology (lakes, rivers, etc.);
4. landmarks noted by the surveyor;
5. township subdivision lines illustrating sections and tracts;
6. course and distance of section lines (80 chains if not marked);
7. acres of sections, lots and tracts;
8. usually latitude and longitude; and
9. capital letters on the borders of the township to index section corners and small letters to index the one half mile corners (the use of letters as a mechanism for referencing corners within a township was eventually discarded and is not a current practice).

Patents, withdrawals, rights-of-way, and classifications in most western states were marked in some manner on the plat. Generally, different colored lines were used to show the various types of segregation. The Washington D.C. office provided each land office with instructions on the use of markings and colors on the GLO Plats. It should be noted that updates to the GLO Plats showing land status were not meticulously drafted onto the plat but hastily drawn on by the clerk in the land office. The result over time was an extremely messy

PAST AND CURRENT RECORDS

plat that was very difficult to use and more difficult to maintain. It was not uncommon for a plat to be redrawn several times over the years in an attempt to make it more readable.

2.1.1.2 General Land Office Plat Transition To New Records -

Much of the survey data was transitioned from the GLO plats to the MTP including:

1. township;
2. range;
3. principal meridian;
4. geographic state;
5. township boundaries and offset lines;
6. sections and tracts;
7. special surveys such as mineral surveys, homestead surveys, etc;
8. lot delineations and acreage;
9. latitude and longitude, if available; and
10. margin notes with respect to case data that cannot be drawn.

Information represented on the GLO plats dealing with patents, withdrawals, some rights-of-way and classifications were transitioned to the MTP. The delineations of different case types in the MTP rely on different styles and weights of the lines rather than different colors of lines. The margin notes were generally consolidated and appear on the right hand margin of the MTP.

2.1.1.3 General Land Office Plat Transition Exceptions -

The data transition audit reveals several components of the GLO Plats that are not represented within the new records system such as:

PAST AND CURRENT RECORDS

1. the use of color to delineate various classifications and rights-of-way;
2. topography and landmarks;
3. most non-navigable water bodies;
4. the Surveyor General's approval;
5. the survey history; and
6. bearings and distances.

2.1.2 Tract Books

The tract books, used to record land and mineral transactions, exist in all states although in most western states they have not been actively used for twenty to thirty years since being replaced by the MTP/HI method. The Eastern States Office uses the tract book for recording land entries and another variant of the tract book for mineral entries.

Tract books were maintained in the District or Local Land Office that had jurisdiction over the land with a duplicate set of tract books kept in the Washington, D.C. office. The entries made in the tract books in each office were seldom synchronized since the notification and associated paperwork for new entries could flow from the field offices to Washington, D.C. as well as from Washington, D.C. to the field offices. The set of tract books in the Local Land Office were retired to archives in some cases.

2.1.2.1 Tract Book Components -

A tract book is organized by township, range and principal meridian within a geographic state. Open space is left between each section number to allow for subsequent entries affecting that section. Typically, three sections were placed on a double page using a total of twelve double pages per township. If all entries for a section would not fit in the space allowed, continuation pages in the back of the tract book were provided. Each entry in the tract book includes most of the following data components:

PAST AND CURRENT RECORDS

1. part of the section in the form of an aliquot part description;
2. section, township and range;
3. acres within the tract described to the hundredth of an acre;
4. rate per acre in dollars and cents;
5. the total amount of money paid to purchase the land in dollars and cents;
6. name of the purchaser;
7. the date of the sale;
8. receipt number and certificate of purchase number;
9. name of the person receiving the patent;
10. date of the patent;
11. the patent's volume and page number within the patent books;
12. type of entry column; and
13. classification information.

The format of the tract books varied over the years. For example, in later years (late 1800's, early 1900's) the date of the patent and the patent's volume and page number within the patent books were deleted from the information requested in a tract book entry.

It is obvious the tract book was initially created for recording the disposal of land. Some of the data requested by the column headings does not apply to entries such as rights-of-way, leases, permits, etc.; therefore, the information entered for case types other than land disposal varies in content. For example, railroad rights-of-way generally consisted of the aliquot part the railroad had the right to pass through, the section, township, range, acres, the name of the railroad receiving the right-of-way, the date granted, and any subsequent actions affecting the status of the right-of-way.

PAST AND CURRENT RECORDS

2.1.2.2 Tract Book Transition To New Records -

In most states, the tract book was replaced by the HI. There is not a one-to-one relationship between the columns in a tract book and the columns on the HI. The description of the land, the acreage, date of the sale, date of the patent, and the patent number are recorded in the HI. Only applications that affected segregation of land and mineral interests were posted to the HI. Entries in the tract books other than land disposal cases that had a segregative effect on the land were posted to the HI.

2.1.2.3 Tract Book Transition Exceptions -

Information from the tract books that was not transferred to the Historical Index includes: any monies such as the rate per acre and the purchase price; the name of the applicant; the name of the patentee; grazing information; and any reference to the physical location of the patent document other than the patent number.

2.1.3 Name Index Card File

Originally termed the "alphabetical index", this record was created as part of the 1908 records system. A card was to be made for each type of application received by the General Land Office. A set of cards was maintained at each district land office and the GLO in Washington, D.C.

2.1.3.1 Name Index Card File Components -

On each card, which measures 3x5 inches, there was placed the name of the individual making application or entry (last name first), their address, the serial application number, the type of application or entry (Homestead, right-of-way, etc.) and the land office issuing the application number.

PAST AND CURRENT RECORDS

2.1.3.2 Name Index Card File Transition To New Records -

With creation of the MTP and HI record system no new provisions for the Name Index Card File were made. By manual instruction the card files were to be maintained by the State Office but few, if any, of these offices did this. Most name index files are good only into the early 1960's.

There is no current equivalent to the Name Index Card File, however, both Case Recordation/ORCA fulfill the function for which the file was originally devised: locating entries and use applications by the name of the applicant.

There is no plan to transition this record into ALMRS.

2.1.4 Indian Reservation Allotment Books

As one means of assimilating Native American peoples into Anglo-American society, Congress adopted a policy in the late 1800's and early 1900's of providing Indians with individual freeholds or homesteads, that are more commonly called allotments. When allotting reservations, schedules (lists) of those Indians receiving allotments were prepared by local Bureau of Indian Affairs officials. The lists were then sent to the Commissioner of Indian Affairs for transmittal to the Secretary of the Interior for approval. The schedule was then sent to the General Land Office for patents to be issued. The GLO then placed the schedule sent to them into allotment books.

2.1.4.1 Indian Reservation Allotment Books Component List -

Since Indian reservations were allotted under different provisions, the information in allotment books varies for each reservation. The books, however, will often provide the following information:

1. Allotment number (similar to application number of public land entries);
2. Permanent name (White, Christian name);
3. Indian name and translation;

PAST AND CURRENT RECORDS

4. Sex;
5. Age;
6. Relationship in family unit (father, daughter, etc.);
7. Legal land description;
8. Classification of land (grazing, irrigation, etc.);
9. Trust patent information;
10. Fee patent information; and
11. General remarks regarding disposition.

The Bureau of Indian Affairs maintains a similar set of books.

2.1.4.2 Indian Reservation Allotment Books Transition To New Records -

Information from the Indian Reservation Allotment Books was often put into Tract Books, particularly if the reservation allotted was opened to white settlement. Like Tract Books, therefore, information from Allotment Books was placed on the HIs.

2.1.4.3 Indian Reservation Allotment Books Transition Exceptions -

Information such as names, family relationships, sex, age and land classifications were not transitioned to the new records.

2.1.5 Serial Register Pages

Abstract books were earlier versions of the SRP. The Serial Register Pages are a permanent record of each case processed by the GLO/BLM after 1908. The information on the SRP is abstracted from the case file, recording processing activity generated by the applicant, BLM or another outside source. The SRP remains for reference even if the case file is destroyed. The SRP was manually updated as case activity took place. The SRP's are stored in the public room in either books containing approximately two hundred and fifty pages each or on microfilm.

PAST AND CURRENT RECORDS

2.1.5.1 Serial Register Page Components -

The physical format of the SRP has changed several times through the years but the information recorded has remained essentially the same including:

1. the legal reference or authority;
2. the case file number;
3. the name and mailing address of the applicant;
4. the legal land description;
5. the date and type of action; and
6. case type.

The actions recorded on the SRP often would not fit on one page and would be continued on the back of the page or on separate pages, as needed. The actions were described in fragmented sentence format rather than a set of standard codes or abbreviations representing the actions associated with a given case type. Generally, if the action involved monies, the amount of money would be recorded in the description of the action.

2.1.5.2 Serial Register Page Transition To New Records -

The Serial Register Page, in most states, has been replaced with some type of automated case recordation system (Case Recordation (CR), On-line Recordation and Case Access (ORCA)). These automated systems support the displaying and printing of the SRP/case abstract for reference. The automated systems record the case file number, name, mailing address, legal land description, and action dates and codes. The legal reference or authority justifying the case is automatically derived by input of a case type code. Note that the action codes are standardized versus the free form style of recording activity on the manual SRP.

PAST AND CURRENT RECORDS

2.1.6 Patents, Grants And Deeds

Patents (fee and trust), grants and deeds in this context, are the legal documents associated with the ownership of title and/or rights to lands.

Copies of the original patents and grants were generally placed in bound volumes by either geographic state, type of entry (such as cash entry, homestead, script, etc.), and document date or by the specific order, Act of Congress, or some other common relationship and patent date. The original patent is sent to Denver every quarter for security. After patents were serialized, they were bound by serial number with each volume containing a certain range of patent numbers. Currently, the patents are placed in binders or microfilmed for use by the public.

The types of title transfer discussed include cash entries, homesteads, quit claim deeds (QCD), script, railroad grants, state entitlements and grants, and other miscellaneous land conveyances as well as the lands held in trust through various allotments.

2.1.6.1 Patent/Deed/Grant Components -

Documents that legally transfer title of land from the United States (patents) to other entities (deeds) list the following information:

1. case serial number;
2. heading;
3. preamble;
4. land description;
5. granting clause;
6. habendum;
7. rights to third parties;
8. testimonial;
9. authentication;

PAST AND CURRENT RECORDS

10. certification; and
11. identification.

The information on the title transfer document sometimes exceeds a single page primarily because of the long legal descriptions or covenants required due to the large number of widely dispersed areas being conveyed. Examples of multiple page title transfer documents are railroad patents or state swamp land patents.

Documents that legally transfer title of land to and from the United States from other entities (deeds and quit claim deeds) list the following information:

1. the authority under which title is received by the United States from an individual or corporation;
2. the legal description of the land being transferred;
3. the total acreage transferred;
4. the rights granted to the United States and any applicable time limitations describing when the US receives the rights and for how long the United States retains them;
5. cognizant authority or delegate (the name of the individual or corporation granting title);
6. signatures of the cognizant authority;
7. reservations and restrictions;
8. recording information;
9. the date the document was issued and in effect;
10. BLM serial number; and
11. Third party rights.

PAST AND CURRENT RECORDS

2.1.6.2 Transition To New Records -

Patents have been microfilmed and placed in the Control Document Index (CDI) although many of the original patent books are still available for public use in the Eastern States Office. Since the early 1960's patents were bound and kept at the state office. These documents were used during the generation of the MTPs and HIS as the primary source document, particularly since GLO Status Plats were so difficult to read and inexact in delineation of patented lands.

2.1.7 Clear List/Lieu Selection

The clear list identifies lands that were determined to be non-mineral in character. Lieu selection is a selection in exchange for which the applicant relinquishes his rights or title to other lands which he for some reason cannot or does not wish to acquire or hold.

2.1.7.1 Clear List/Lieu Selection Components -

The cover sheet attached to each clear list identified the list by number and by the authority, giving general information related to the list itself including the date of authorization, mineral information, reservations, conditions, limitations, etc. The information on lieu selection includes:

1. the list number;
2. authority and law;
3. the list description;
4. the state or corporation;
5. the cause of loss, i.e. the reason the lands were not transferred to state ownership;
6. the section, township, range, principal meridian, and aliquot part of the land lost;
7. the acreage lost;
8. the filing date;

PAST AND CURRENT RECORDS

9. approval date/acceptance date;
10. the section, township, range, principal meridian, and aliquot part of the new land selected;
11. the acreage of the new land selected; and
12. totals for both acreage lost and acreage selected.

The lists may vary in content but the goal of each list is to describe lands (and acreage) lost and select new lands to replace the losses.

2.1.7.2 Clear List/Lieu Selection Transition To New Records -

The clear lists/lieu selections were used as secondary documents in building the MTP and HI denoting lands that had been selected in lieu of the original entitlement. Selections that had already been patented could use the actual patent as the primary source document in constructing the MTP and HI.

2.1.8 Pre-FLPMA (Federal Land Policy And Mineral Act) Mining Claim Location Indexes

The Pre-FLPMA mining claim location indexes are a list of mining claims by mineral survey number, claim name or claimant name. Various states support the mineral surveys by township, range and principal meridian on microfilm. Usually mining claims filed with the BLM prior to FLPMA were applications for patent or located in a powersite withdrawal. Generally, lode and mill site claims were surveyed while placer claims were described by aliquot part.

2.1.8.1 Pre-FLPMA Mining Claim Location Index Components -

An entry in the pre-FLPMA mining claim location index consists of the following data components:

1. mineral survey number;

PAST AND CURRENT RECORDS

2. mineral entry number;
3. type of mining claim entry (lode, mill site or placer);
4. the legal description including township, range, principal meridian, geographic state, and section or sections affected;
5. name of the claim;
6. the name of the claimant;
7. a notation of conclusive actions such as final certificate, cancellation, relinquishment, etc.; and
8. if the claim was patented, the patent number and date.

It should be noted that the amount of information filed with each mining claim varied from time to time but this list is representative of the general data recorded.

2.1.8.2 Pre-FLPMA Mining Claim Location Index Transition To New Records -

Pre-FLPMA mining claims were recorded in the new records system only if the claim was actually patented or the mineral survey was accepted even though the claim was never patented. Generally, the mining claim patents were drawn on the MTP based upon the mineral survey (which is usually not in aliquot parts but rather metes and bounds) and recorded in the Historical Index by mineral survey number.

Cases that were pending when FLPMA was passed by Congress were entered on the Post-FLPMA Mining Claim Location Index and subsequently transferred to the automated Mining Claim Recordation System.

2.1.8.3 Pre-FLPMA Mining Claim Location Index Transition Exceptions -

Pre-FLPMA mining claim locations that did not result in a patent, i.e. were cancelled, relinquished, withdrawn, etc., are not part of the new records system nor are they entered in the automated Mining Claim Recordation System unless the application was pending when FLPMA was passed by Congress or the claimant refiled under FLPMA.

PAST AND CURRENT RECORDS

Mining claims, in some cases, were not drawn on the MTP or Supplemental Plats but rather, an area containing several mining claims was delineated on the MTP and labeled as to indicate more than one claim was present within the boundaries of the area. The actual mining claims were listed on the HI along with their land description but never graphically expressed on the MTP.

2.1.9 Acquired Lands

Acquired lands are lands in Federal ownership which are not public lands, having been obtained by the Government by purchase, condemnation, or gift or by exchange for such purchased, condemned, or donated lands or for timber on such lands. Acquired lands include those lands obtained by Federal Farm Mortgage Corporation (FFMC) (1930), Bankhead Jones Act (1930), and Weeks Act (1911), as well as other agencies.

The document can include title reports, title insurance and title opinions on the newly acquired farm lands including the legal land descriptions and all rights and reservations owned by the United States.

These documents served as sources for properly constructing the MTP, HI and acquired HI. The actual documents are now available to the public on microfilm or the original case files (usually found at either the administrative state office or the archives).

2.1.10 Rights-of-way Maps

The rights-of-way maps illustrate an individual's or corporation's right to cross public lands. Probably the best illustration of these maps are the railroad maps showing the actual path of railways across both surveyed and unsurveyed lands.

2.1.10.1 Rights-of-way Map Components -

The maps consist of the following:

1. the name of the individual or corporation receiving the right-of-way;

PAST AND CURRENT RECORDS

2. the authority under which the right-of-way was granted;
3. signatures of the cognizant authorities;
4. the date of the map, date of filing and the date of approval;
5. the geographic state and county or counties;
6. the scale of the map;
7. general information about the right-of-way possibly including width and length as shown on the map;
8. township lines identified by their township and range;
9. section lines and numbers for sections affected by the right-of-way;
10. lot lines, if applicable;
11. landmarks including rivers, streams, lakes, access roads, etc., if applicable;
12. delineations of unsurveyed lands that the right-of-way may pass over; and
13. in some cases, the distance from the center of the right-of-way to the nearest section or township line.

The maps may vary slightly in content but most of this information will appear on all maps. Typically, there were no limits placed on the overall content of the maps in the number of townships presented per map.

2.1.10.2 Rights-of-way Maps Transition To New Records -

The rights-of-way maps were used as source documents in denoting existing rights-of-way on the MTP and HI.

PAST AND CURRENT RECORDS

2.1.11 Protraction Diagrams

Protraction diagrams represent the plan for the extension of the rectangular survey system over unsurveyed public lands. Any section and township boundaries shown on the diagram are based on computed values for corner positions. Note: Not all states have protraction diagrams.

2.1.11.1 Protraction Diagram Components -

The map heading consists of the diagram number, township, range, and principal meridian. Much of the time, protraction diagrams will contain more than a single township. The map itself, is a working drawing of projected positions of township and section corners. Hydrology (lakes, rivers, streams, coastline, etc.) is presented in its approximate position in accordance with current maps of the area, if available. Each section or lot defined will be labeled with a number and the computed acreage. In sections containing both water and land, the diagrams will generally show both the water and the land acreage.

2.1.11.2 Protraction Diagram Transition To New Records -

Generally, the protraction lines into unsurveyed public land are drawn on the appropriate MTP. Protraction lines generally delineate sections within the township but may also show lots. Any protracted sections and lots are drawn on the MTP with their number and acreage as well as the hydrology present. The MTP heading will list the protraction diagram used to draw the unsurveyed portion of the township.

2.1.11.3 Protraction Diagram Transition Exceptions -

Since protraction diagrams are mathematically generated from maps rather than actual survey data, the inaccuracies transitioned to the MTP may be significant. Generally, the course and width of rivers and streams and the location of lakes and coastline are suspect due to the difficulty in measuring and drawing them from scaled maps. This problem underscores the necessity for accurately delineating unsurveyed lands on the MTPs.

PAST AND CURRENT RECORDS

2.1.12 Connecting Sheets

Connecting sheets are diagrams based on the official record drawn section by section with peripheral overlays between diagrams. These sheets are not official records but rather, working tools of the BLM primarily used to illustrate mining claims within one or more sections.

2.1.12.1 Connecting Sheet Components -

Headings on the connecting sheets show the township, range, principal meridian, and occasionally the geographic state as well as the section or sections contained in the diagram. The diagram itself consists of lines indicating section boundaries, lot boundaries (if applicable), and mining claim boundaries in addition to any other graphic data affecting the illustration of the mining claims shown. It may show non-surveyed claims that have been accepted as having rights to the land. The objective of the connecting sheet is to illustrate the relationship of the mining claims to the survey corners.

2.1.12.2 Connecting Sheet Transition To New Records -

The connecting sheets were used to draw mining claims on the Master Title Plat and use plats, when available, only if title to the mining claim was transferred on the basis of information supplied by the connecting sheet rather than a mineral survey. If the mining claim patent was not based on the connecting sheet or title had not passed, the sheet is used only as a tool for protracting mining claim and section boundaries in unsurveyed areas.

2.1.13 Administrative And Legal Orders

Administrative and legal orders concerning public lands and specific cases are used by the BLM in decision-making processes and in determining the availability of lands. General inquiries and other correspondence not related to a case are not discussed in this section since these types of letters are not retained by the BLM as part of the records.

Correspondence received by the BLM may contain a variety of information related to public lands and active cases including: lands and use applications; additional information, questions or notices of appeal sent by the applicant; information provided by other government

PAST AND CURRENT RECORDS

agencies or departments related to specific cases; field reports and other information provided by BLM field offices to a district or state office; and general inquiries (not concerning a specific case) from any source. Note that this list is a sample of the kinds of correspondence received but is, in no way, an exhaustive list of data provided by correspondence. All correspondence will be filed with the appropriate case or cases.

Publications used by the BLM include the Federal Register and the United States Statutes at Large. The Federal Register is a source for various types of notices related to public lands which are eventually microfilmed and retained in the Control Document Index.

2.1.14 Case Files

A case file is a folder used to store originals or copies of documents received or generated by the BLM related to a specific case. In the simplest of terms, the case file contains an application for lands or use of lands, information gathered to support a decision, the decision to reject or in some way, approve the application, and, if applicable, litigation and appeals related to the decision. The size of the case file is relative to the scope and complexity of a given application. Although the case file is being described in the old records section, they are a significant part of the records today and will be in the future after the implementation of ALMRS since there will always be a certain amount of paperwork associated with case processing given the need for seals and signatures on legal instruments.

2.2 NEW RECORDS

The new records system was implemented at selected BLM offices in an incremental fashion beginning in the mid-1950's. Typically, the term "new records system" refers to the Master Title Plat (MTP), supplemental plats, Use Plats, the Historical Index, the Control Document Index, and the MDI. The new records method primarily replaced the GLO Status Plats and the tract books in most states. The new records system is a manual method.

PAST AND CURRENT RECORDS

2.2.1 Master Title/Use/Supplemental Plats

The Master Title Plat (MTP) is a graphic illustration of a township usually consisting of thirty-six sections. It is intended to show original title transfer and current Federal ownership, withdrawals, rights-of-way, classifications, designations, and acquired lands in the context of the most recent cadastral survey or special survey. Survey information is drawn on the MTP only to the extent that sections, lots, and tracts can be identified, if they are not aliquot parts, and their acreage listed.

Use Plats are copies of the MTP and illustrate uses of public lands such as leases, permits, etc. A Use Plat is generally drawn for one type of use, therefore, there may exist several Use Plats for a given township to fully illustrate the current land usage. The number of Use Plats therefore, depends on the number of different uses that exist within the township and the level of activity of each use. Land type uses are denoted on all of the plats.

Supplemental Plats show a maximum of four sections drawn at a larger scale to better accommodate the complexity of a given portion of the township. Supplemental Plats are often used in townships where large numbers of mineral surveys exist within a section or sections. The normal MTP scale is 30 chains (a chain equals sixty-six feet) per inch while the Supplemental Plats are typically drawn at a scale of 20 chains per inch. As stated earlier, not all states use Supplemental Plats, opting to show groups of mining claims as a single claim rather than drawing them individually.

2.2.1.1 Master Title Plat Component List -

The MTP consists of several groups of information including plat identification, deeds, survey data, patents, withdrawals, rights-of-way, classifications, designations, pending applications and acquired lands.

Plat identification data appears on the top, bottom and sides of the township representation and serves to describe the whole plat. This information includes:

1. township;
2. range;

PAST AND CURRENT RECORDS

3. principal meridian;
4. geographic state;
5. county or counties;
6. notification that acquired lands appear on the MTP, if applicable;
7. the protraction diagram number if all or part of the township has not been surveyed and section, lot and tract lines have been protracted;
8. an index to segregated tracts which cross-reference a resurvey tract number with the original township, range, section, and subdivision;
9. a Use Plat index indicating the number and type of use plats available for the township;
10. right hand margin used to document activity affecting all or part of the township, case activity that is not required to be drawn, or legal descriptions of some tracts;
11. a current table indicating the approval date and the reviewer of the current plat generally used only when the plat is copied for filing in the case file or for distribution to the public;
12. latitude and longitude;
13. the drawing's scale; and
14. disclaimer.

Survey data is the basis for drawing the MTP. Survey data includes cadastral surveys, approved private Mineral Surveys (MS), United States Surveys (USS), Homestead Entry Surveys (HES), farm unit (FU) and other special surveys. Although many different surveys may appear on the same MTP, discrepancies between surveys are generally resolved in favor of the original survey. The components of survey data that appear on the MTP are:

1. the township exterior boundary;

PAST AND CURRENT RECORDS

2. the offset township lines illustrating the corners of the surrounding townships;
3. natural geographic features to the extent that they affect the delineation and allocation of lands within the township, for example, a meandered body of water may drastically reduce the total acreage of a section and will be drawn while a small body of water may not be meandered, would not be drawn, and would not affect total acreage;
4. sections delineated by a quarter chain survey or protraction lines representing a square mile and labeled with the section number and the acreage if the total number of acres varies from the normal six hundred and forty per section and the section itself is not lotted;
5. sections affected by water will often include the water acreage if the section has been protracted;
6. lots delineated by a lot corners (ticks) and labeled with the lot number and acreage generally appearing on the north and west boundaries of the township, for purposes of adjusting lines in a township to accommodate for curvature of the earth;
7. tracts delineated by a survey or patent line (if applicable), labeled with the tract number and acreage, and usually representing an irregular shape;
8. unsurveyed areas delineated by a hatch line between surveyed and unsurveyed areas;
9. Supplemental Plat numbers or notations in the appropriate sections; and,
10. Homestead Entry Surveys, Mineral Surveys, and Farm Unit Surveys.

Patents or applications for patent are shown on the MTP by drawing a patent weight line around the patented area and labeling it with the serial number and the abbreviation for application. After the patent is issued, the serial number and the type of application are replaced with the patent number and the specific reservations to the Government.

Withdrawals are illustrated by a line composed of dots and dashes around the lands withdrawn and labeled with the serial number and the abbreviation for withdrawal application. Withdrawals created by Executive Order and application withdrawals are the types of

PAST AND CURRENT RECORDS

withdrawals where BLM is notified. After approval of the withdrawal, the abbreviation for application is replaced with the number identifying the order withdrawing the lands and the agency assuming surface jurisdiction. Withdrawals created by executive order are placed on the MTP as the BLM is notified of the withdrawal as there is no formal application filed. Withdrawals affecting the entire township are shown in the right-hand margin instead of being delineated on the MTP.

Rights-of-way are delineated on the MTP using standard symbols representing the type of right-of-way being granted. The symbol or symbols delineating the right-of-way are labeled with the appropriate serial number, the width of the right-of-way from the center when available, and, if applicable, the agency requesting or administering the right-of-way.

Classifications are identified by a withdrawal line around the lands affected and labeled with the serial number, the appropriate agency and the type of classification being recorded or posted to the right hand margin.

Special designations of recreation lands including high-density recreation, general outdoor recreation, natural environment areas, outstanding natural areas, primitive areas, and public lands usually managed by the BLM are delineated by a heavy dashed line around the area affected. Designations affecting the entire township are shown in the right-hand margin of the MTP. They are labeled with the serial number, the agency, the type of designation, and, if applicable, the name of the designation.

Lands acquired by the Government, perhaps from condemnation, donation, or purchase, are shown on the MTP as shaded areas. Survey width lines may be used within an acquired tract to separate subdivisions within the tract that may have different mineral estates. Acquired lands are labeled with the acquisition or serial number, the type of acquisition, and U.S. interests.

Reconveyed lands or lands deeded back to the United States in exchange for other lands are not shaded. These lands are provided by such authorizing acts as Section 8 of the Taylor Grazing Act and the Forest Service Exchange Act, Section 32 (1932). The original patent lines delineate the boundaries of the reconveyance using survey width lines to show subdivisions within the area that may have different mineral estates or rights returning to the United States. The area will be labeled as reconveyed.

PAST AND CURRENT RECORDS

2.2.1.2 Use Plat Component List -

A Use Plat is a copy of the original MTP for a given township. Use cases are added to the data copied from the MTP. A use case is shown by a light dashed line around the affected area and labeled with the serial number, the abbreviation for application and the type of use. After a use is approved, the abbreviation for the application is removed from the use plat and the use is added. Several applications for the same use may be recorded within the applicable area but upon approval of one applicant and the expiration of the appeal period, the other applications are removed.

2.2.1.3 Supplemental Plat Component List -

With the exception of the Supplemental Plat number in the heading, Supplemental Plats do not add additional components to the MTP; they simply illustrate the same components at a larger scale to ease the task of drawing and interpreting complex and congested portions of the township. As stated earlier, not all states use Supplemental Plats.

2.2.1.4 Transition To ALMRS -

Much of the survey data will be transitioned from graphic representation to alphanumeric representation in the Legal Land Description portion of ALMRS. Those components include:

1. township;
2. range;
3. principal meridian;
4. geographic state;
5. county or counties;
6. aliquot parts of sections;
7. sections and acreage if it varies from the standard six hundred and forty acres per section;
8. lot numbers and acreage;

PAST AND CURRENT RECORDS

9. tract numbers and acreage;
10. special surveys such as mineral surveys, homestead entry surveys, etc.;
11. right-hand margin representations of case activity; and
12. protraction diagram number, if available.

Information represented on the MTP and Use Plats dealing with patents, withdrawals, rights-of-way, classifications, and acquired lands will be transitioned from graphical representation to alphanumeric data in the Current Status portion of the ALMRS. Current Status is a log of actions taken including the BLM internal code and remarks.

The right-hand margin entries describing special surveys and tracts are recorded in the LLD while the entries describing status of lands are coded in the Current Status.

2.2.1.5 Transition Exceptions -

The data transition audit reveals several components of the MTP that are not represented within the currently defined portion of ALMRS. The following list presents these exceptions:

1. The information on the plats cannot be graphically displayed in the present system. Irregularly shaped tracts and hydrology are described using the alphanumeric data but are not present as a digital representation of the plat;
2. Latitude and longitude are not transitioned to the LLD;
3. The scale of the MTP, Use Plats and Supplemental Plats is not transitioned to the LLD; and
4. Withdrawals and classifications are included in the Current Status data as of the most recent withdrawal or classification within a given township. For example, if a withdrawal is present within one township but portions of the withdrawal were done at two different times, the entire withdrawal is placed in the Current Status data as though all lands were withdrawn at the most recent date rather than separate tracts withdrawn at two different times under the same authority. Cases are recorded in different formats.

PAST AND CURRENT RECORDS

2.2.2 Miscellaneous Document Index

This index, generally used in conjunction with the plats and HI, is a list of orders and actions that affect the geographic state with respect to land availability and use.

2.2.2.1 Miscellaneous Document Index Component List -

The MDI is constructed for each geographic state. An entry in the MDI consists of the following data components: the document designation, the date of the document, its nature and effect on public lands, and remarks that either clarify the document's intent or make reference to other applicable documents. Each entry is not intended to be self-explanatory but rather guide research to source documents that may come to bear on the current case or action. Copies of the actual documents are filed in the CDI.

2.2.2.2 Miscellaneous Document Index Transition Into ALMRS -

ALMRS, currently defined as the LLD and Current Status, makes no provisions for storing the MDI in its current form although the entries on the MDI are recorded insofar as they manifest themselves in cases already processed or currently in process.

2.2.3 Historical Index

The Historical Index is intended to be a chronological list to documents having an action on public lands. Information contained in the HI is usually brief consisting primarily of case identification data and selected activities concerning a given case. Generally, case information is only recorded at the point in time that the case causes a segregation of lands and after conclusive actions.

2.2.3.1 Historical Index Component List -

The heading of each HI indicates the location of the activity by township, range, principal meridian, and geographic state. Each page of the HI is numbered for reference purposes. The page number, due to the method of posting entries to the HI, also implies a chronological order with the earliest entries generally appearing on the lowest page

PAST AND CURRENT RECORDS

number.

The HI consists of the following components:

1. section or tract;
2. subdivision including aliquot part, lots and other pertinent information, such as other townships affected;
3. acres;
4. kind of entry or purpose of order;
5. serial file number or order number;
6. date of action;
7. date posted; and
8. remarks.

The subdivision is composed of three entries: aliquot part, lots and other description. Sections that can be defined in terms of standard six hundred and forty acre sections or are lotted in the cadastral survey can be expressed using only the aliquot part and the lot columns. The Other Description column is used to indicate activity affecting an entire section through the use of the word "All" (instead of using the aliquot part), to note the tract is defined in terms of metes and bounds, and to describe subdivisions less than a quarter of a section that have not been delineated by lots or tracts.

The remarks recorded in an HI entry may vary in content. Generally, the remarks list dates the case was closed, rescinded, terminated, rejected, amended, cancelled, restored, revoked, corrected, or acquired. Additionally, it may be used to record continuations of land descriptions that were too long to fit in other descriptions or to list cross-reference information involving land descriptions that straddle township boundaries.

2.2.3.2 Acquired Lands Historical Index Component List -

The difference between the public domain HI and the Acquired Lands HI is a matter of content, not form. Only actions affecting lands that are being administered by the acquired land laws are entered on this HI.

PAST AND CURRENT RECORDS

2.2.3.3 Historical Index Transition Into ALMRS -

Information on the HI concerning title cases which resulted in a title transfer from or to the United States and other restrictions of United States rights are transitioned to the Current Status data. Postings to the remarks column for a specific entry in the HI are represented in Current Status as one or more records.

2.2.3.4 Historical Index Transition Exceptions -

Current Status does not contain information on the HI concerning land entries which did not result in a transfer of title, use cases that have terminated, and active cases. Automated case recordation systems are used in all states and have recorded all active cases, but no provisions have been made for recordation of dead non-title cases or title cases not resulting in title transfer.

As stated earlier in the discussion of the transition of plats to ALMRS, withdrawals and classifications are included in the Current Status data but as of the original withdrawal or classification within a given township. For example, if a withdrawal is present within one township but portions of the withdrawal were done at two different times, the entire withdrawal is placed in the Current Status data as though all lands were withdrawn at the earliest date rather than separate tracts withdrawn at two different times under the same authority.

2.2.4 Control Document Index

The Control Document Index (CDI) contains copies of documents recording ownership, such as patents, warranty deeds, etc., and status of public domain lands, such as executive orders and public land orders. The documents are microfilmed and mounted on aperture cards to save room and aid in research. The CDI component is a card and will be maintained manually. Each card in the CDI is filed by geographic state, principal meridian, township, range, document date, and document number.

The CDI is not and probably will not be automated until advances in technology provide a method for digitizing and storing source documents like these in an efficient and legally recognized manner. The CDI is considered back up reference material for data within ALMRS. Abstractions of documents such as patents and warranty deeds are recorded in the Current Status.

PAST AND CURRENT RECORDS

2.3 AUTOMATED SYSTEMS

This section discusses automated systems currently used within the BLM to record case related data. The systems include the Case Recordation (CR) System, On-line Recordation and Case Access System (ORCA) and the Mining Claim Recordation System, Alaska Automated Land and Mineral Record System (AALMRS), Master Name, and the Bond and Surety System.

2.3.1 Case Recordation/ORCA

The Case Recordation System, AALRS and ORCA are different systems with a similar purpose. The data recorded by the systems is identical with a few minor exceptions. The processing of the data is different in presentation but quite similar in function.

2.3.1.1 Case Recordation Component List -

The Case Recordation System records various categories of case data including case identification data, financial data (although the system supports entry of monetary transactions, this function is not currently utilized within the BLM), name and address data, legal land description, action data, and general remarks.

Case identification data consists of the serial number, the case type in a coded format, the number of acres involved, and the commodity in a coded format.

Financial data is composed of one or more entries recording the cashier number, the receipt number, the collection method in a coded format, the code fund symbol, and the amount of money involved in the transaction. Financial data is not currently entered for each case.

The name and address data identifies one or more individuals, corporations, or agencies associated with the case. The specific components include the name of the entity, the mailing street address, city, state, zip code, an identification number (this item is not widely used within the BLM), the category code which identifies the entity as individual, corporation, or agency, the interest relationship code describing the entity's role in the case, i.e. applicant, surface manager, etc., and the percent interest delineating the ownership in the case.

PAST AND CURRENT RECORDS

The legal land description delineates the extent of the land in question in accordance with a cadastral or special survey. The components used are principal meridian, township, range, section, the survey identity composed of the survey type in a coded form, the aliquot part, the survey number and a survey number suffix, and the surface management agency, if applicable.

The action data contains one or more, usually more, action entries showing the history of the case through the BLM case processing paths. A case is considered active until it reaches a conclusive action such as an application going to patent or an oil and gas lease terminating (assuming there is not further litigation or appeal on BLM decisions). Each action entry consists of the date of the action, the action itself in a coded form, remarks refining the action code or providing supplemental information, and pending actions which identifies the BLM office or non-BLM agency that has been requested to supply information relative to the case. The agency is entered in the pending actions component in a coded format.

The general remarks category is used to provide further data pertaining to the case. It consists of a line number and a remark. The line number may imply an order to the remark entries but in practice, no specific order is intended.

2.3.1.2 On-line Recordation And Case Access Component List -

The On-line Recordation and Case Access System differs from Case recordation significantly in operation but the data being recorded is much the same with the following exceptions:

1. financial data is not currently recorded although the capability is present;
2. the name, mailing street address, city, state, and zip code are not stored in the ORCA data base but rather stored separately in their own data base and simply accessed, as needed, by ORCA;
3. an identification number is stored in ORCA and used to search an external data base for the appropriate name and mailing address data;
4. each occurrence of an action date and an action code within the case may be suffixed with an event number such that the same action can take place on the same day within a given case; and

PAST AND CURRENT RECORDS

5. ORCA also tracks jurisdiction information consisting of an organization type (a "1" for BLM District or Resource Area, a "2" for the County and a "3" for other agencies), a predefined organization code, and the number of acres within the case which fall under the organization's jurisdiction.

2.3.1.3 Case Recordation/On-line Recordation And Case Access - Transition into ALMRS

There are currently no provisions for transition of Case Recordation/ORCA/ALMRS data to ALMRS (currently defined as LLD and Current Status). ALMRS will either use the case recordation systems available or support its own case recordation methodology. Therefore, the existing case data may be thought of as a part of ALMRS.

2.3.1.4 Case Recordation/On-line Recordation And Case Access - Transition Exceptions

As shown in the previous section, all data within both recordation systems with the exception of financial information, is being transitioned into ALMRS. The problems in transition are small but noteworthy.

There is no formal method within either case recordation system to record the rights and reservations of the United States for cases processed (sometimes U.S. rights are noted in the general remarks but there is no standard across the BLM). The implication is that the transition from a case recordation system to ALMRS will be incomplete since the U.S. rights are not present.

The next issue concerns financial data currently supported in the Case Recordation System. There are several accounting systems that currently support case processing such as the Financial Management System, the Bonus & Rental Accounting Support System, etc., that are not under the control of ALMRS. The question is what type of financial information will ALMRS users need and what type of interfaces, if any, are available in these financial systems.

PAST AND CURRENT RECORDS

2.3.2 Mining Claim Recordation

The Mining Claim Recordation system is quite similar to the Case Recordation system but slightly tailored to account for components unique to Mining Claims (MC).

2.3.2.1 Mining Claim Recordation Component List -

The Mining Claim Recordation System records various categories of MC data including mining claim identification data, claimant data, legal land description, and action data.

Mining claim identification data consists of the serial number, the case type in a coded format, the name of the claim, and the appropriate commodity in a coded format, if known.

The claimant data identifies one or more individuals, corporations, or agencies associated with the claim. The specific components include the name of the entity, the mailing street address, city, state, zip code, the interest relationship code describing the entity's role in the claim, and the percent interest delineating the ownership in the claim.

The legal land description delineates the location of the claim (it should be noted that until a claim is actually surveyed, this description may not be completely accurate). The components used are principal meridian, township, range, section, the aliquot part or metes and bounds, the county, the geographical state, and the district.

The action data contains action entries showing the history of the claim through the BLM mining claim processing paths. Each action entry consists of the date of the action, the action itself in a coded form, and remarks refining the action code or providing supplemental information.

It should be noted that this system replaced manual methods for recording mining claims from the time of the Federal Land Policy and Management Act of 1976 (FLPMA) until the installation of the automated MC recordation system. This manual list contained the name of the claim, the date located, the legal land description, and the name of the claimant and was indexed by the legal land description, the name of the claim and the name of the claimant.

PAST AND CURRENT RECORDS

2.3.2.2 Mining Claim Transition To ALMRS -

Patented mining claims are recorded in Current Status. There is currently no method of recording unpatented claims within ALMRS.

2.3.3 Master Name

The Master Name System is an effort to reduce the total resources required for storing names and addresses by placing all name data in a central data store, accessed by an assigned number, thereby trimming the duplication and standardizing the name data usage across the system. Currently, the Bond and Surety system is the only automated system using Master Name.

2.3.3.1 Master Name Component List -

The components stored by Master Name include:

1. the name identification number (NID), which may be either the individual's Social Security Number (SSN), the corporation's Employer's Identification Number (EIN), or a BLM Assigned Number (BAN);
2. the name category, which is either individual, corporation or other agency;
3. the name of the individual, corporation, or other agency;
4. mailing street address or box number; and
5. city, state, and zip code;

2.3.3.2 Master Name Issues -

The principles behind the Master Name System are founded in data base theory; the primary goal is to standardize name and mailing address information across the ALMRS system to achieve efficiencies of scale. At this point in time, the Bond and Surety System is the only automated system with direct ties to Master Name. The problem with Master Name is that a change to a name or address for one case may or may not apply to other cases even though the same individual or

PAST AND CURRENT RECORDS

corporation is involved. Additionally, a name change to an active case should not retroactively affect inactive or closed cases nor should it necessarily affect other active cases involving the same individual or corporation.

To fully integrate this concept into ALMRS, changes would be required to the Current Status data currently being collected as well as the case recordations systems. By the same token, Master Name itself would require modifications to become more sensitive to the requirements of the case recordation systems.

2.3.4 Bond And Surety Data

The Bond System, working closely with Master Name and the Surety system, is an automated method for tracking bonds posted for various reasons such as exploration, drilling, etc. This information is entered and maintained by the BLM office handling the case.

Surety data contains current information on acceptable surety companies and the states where they are licensed to issue bonds. The data is maintained by the Washington Office, Division of Finance (WD-820).

2.3.4.1 Bond Data Component List -

The bond data is composed of various categories of data including identification data, bond coverage data, case related data, action data, and general remarks.

Identification data consists of the bond number that is assigned by the system, the bond part number used to delineate cases where a contract or permit requires different bond coverages (generally the part number is not required), the administrative state code, the district code, the resource area code, and the name identification number (NID) for the bonded principal and the interest relationship code for all parties associated with the case. The NID relates to a name existing in the Master Name system.

The bond coverage data specifically describes the bond being posted including:

1. the type of bond either personal or surety;

PAST AND CURRENT RECORDS

2. the case type in coded form for the cases covered by the bond generally referencing the section and subsection of the Code of Federal Regulations covering this case;
3. the area of bond coverage such as a single lease, statewide, nationwide, etc.;
4. the serial number and case part number of the case covered by the bond, if applicable;
5. the states covered by a statewide bond if appropriate;
6. the bond activity code delineating the purpose for the bond;
7. the type of land covered by the bond in a coded format;
8. the commodities covered by the bond in a coded format;
9. the bond amount; and
10. the surety bond identification number assigned to the surety company issuing the bond.

The action data contains one or more action entries showing the history of the bond through the BLM processing paths. Each action entry consists of the date of the action, the action itself in a coded form, and remarks refining the action code or providing supplemental information.

The general remarks data is used to provide further information pertaining to the bond. It consists of a line number and a remark. The line number serves to keep the remarks in chronological order.

2.3.4.2 Surety Data Component List -

Surety data includes the following components:

1. the surety company's name identification number (similar to the NID in Master Name);
2. their name and mailing address including city, state and zip code;

PAST AND CURRENT RECORDS

3. the underwriting limit for one bond;
4. states in which the company is licensed to issue bonds; and
5. action entries consisting of the date of the action, the appropriate action code and remarks.

2.3.4.3 Bond And Surety Data Issues -

It is unclear to what extent ALMRS implementation can influence the Bond and Surety System. It is, however, apparent that this data needs to be present for ALMRS use. The optimum solution would be to fully integrate this data into ALMRS in lieu of connecting the data via a software interface. Even as part of ALMRS, the same security procedures can be maintained including the Washington Office's sole responsibility of maintaining the surety data.

2.4 ALMRS SYSTEM AS CURRENTLY DEFINED

This section views ALMRS Records as data stores currently defined including Legal Land Description and Current Status.

2.4.1 Legal Land Description

The LLD is a collection of cadastral and other survey data describing lands delineated on the MTP and other source documents.

2.4.1.1 Legal Land Description Component List -

The legal land description describes land in accordance with a cadastral or special survey. The components used are principal meridian, township, range, section, the survey identity composed of the survey type in a coded form, the survey number and a survey number suffix, the aliquot part definition, acreage, and a survey note entered in coded format. The survey note may be one of the following:

1. "N" for not coded due to complexity;

PAST AND CURRENT RECORDS

2. "D" for non-add acreage;
3. "P" for survey acres not as shown on the plat;
4. "A" for approximate acreage;
5. "X" for exception to standard survey;
6. "C" for conflict or questionable;
7. "M" for minus acreage; or
8. "S" for salt water.

If more than one code applies, the priority is "N" first, then in the order as illustrated. Only one survey note is allowed per line of LLD entry.

Additional information concerning administration is also associated with each LLD entry. This data consists of codes representing the BLM administrative state, district, resource area, planning unit, county, Congressional district, planning unit, and administrative agency.

2.4.1.2 Legal Land Description Issues -

The LLD will be used by ALMRS to relate cases with survey data for verification and graphic depiction. This section discusses issues related to this method of describing land including the sources used to abstract the current status data, surveys that provide data that does not conform to the grid method and various methods available for describing land.

The primary source for information used to abstract the LLD is the existing MTP and Supplemental Plats. Of course, other sources such as survey plats, protraction diagrams and connecting sheets are used to resolve problems or questions that arise using the MTP alone. The MTP though, is a living document, changing constantly. The approach of taking a snap-shot of the MTP and abstracting the LLD from that frozen picture is attractive in that it is the least costly method in terms of human and computer resources. The danger, however, is that the snapshot was incorrect at the time it was taken. The MTP was subsequently fixed but the error cannot be reconciled because no mention of the discrepancy is recorded anywhere but in the MTP and then only as a corrected illustration. This example may seem trivial but it

PAST AND CURRENT RECORDS

does point out that due to the timing problems inherent in the snapshot method of gathering LLD information, the BLM must accept a certain amount of risk in making the assumption that the difference between the LLD at the time of data collection and the LLD at the time of ALMRS implementation can be easily found and reconciled during the implementation.

Given an ideal situation in which all entries can be described by aliquot part, the LLD performs admirably. Special surveys describing irregularly shaped tracts (metes and bounds) are also entered in the LLD; but, even though the alphanumeric description is complete, the actual shape of the tract cannot be derived. In other words, the LLD provides enough data to locate the tract but not enough to actually draw it.

The method used by LLD to describe land is relatively standardized (especially the usage of the aliquot part) but, for example, the northern half of a section could be described as the "N 1/2" or the "NE 1/4, NW 1/4"; each equally acceptable within the BLM records as well as on legal instruments. Given that applications or public queries can be received by the BLM in either form, the LLD needs an added measure of flexibility to understand that both methods reference the same land.

2.4.2 Current Status

Current Status, as defined in the ALMRS Status Coding Handbook, includes data describing title cases which transferred any or all titles to or from the United States and restrictions of United States rights such as withdrawn lands, classifications, and determinations.

2.4.2.1 Current Status Component List -

The Current Status data may be categorized to include case identification data, case lands data, general case data, supplemental case data, action data, name and address data, and general remarks.

Case identification data consists of the serial number and the case part number. The part number is used to break cases into smaller sub-cases when, for example, the reservations are different for various lands within the the same case. The part number allows a single case to be processed as separate cases and still maintain its identity as a single case.

PAST AND CURRENT RECORDS

The case lands data or the legal land description delineates the lands within the case in accordance with a cadastral or special survey. The components used are township, range, principal meridian, section, the survey identity composed of the survey type in a coded form, the survey number and a survey number suffix, and the subdivision composed of the aliquot part definition, lot designations, and acreage.

General case data consists of the case type (a six-digit code generally referring to the 43 CFR - Code of Federal Regulations - section and subsection covering and authorizing the case), the source document category in coded form, the source document identification number, the date of the source document, United States rights in title in a coded form, the geographic name, if applicable, and the agency administrative area in a coded form.

The supplemental data is used to provide further information pertaining to the case. It consists of a data element number and a remark. The data element number serves to identify the type of data being entered. Supplemental data may include one or more of the following types of data:

1. commodity;
2. segregation extent subsurface;
3. right-of-way width;
4. right-of-way length;
5. diameter of pipe;
6. powerline size;
7. serial number;
8. segregation extent surface;
9. subsurface zone-depth top and bottom;
10. subsurface zone-elevation top and bottom;
11. subsurface zone-geologic structure/formation;
12. county recordation reception number;
13. purpose supplement to case type;

PAST AND CURRENT RECORDS

14. benefiting activity and monetary amount;
15. a value and units of measure;
16. kind and duration of a period of time;
17. monetary type and amount;
18. related serial number and serialized case part number;
19. resource jurisdiction and/or administration code for land resource management and/or administration;
20. resource jurisdiction and/or administration code for land jurisdiction;
21. document category and document identification;
22. microfilm roll and image number;
23. Federal Records Center (FRC) assessment and box numbers;
24. agency administrative area and commodity;
25. fund code and monetary amount; and
26. county recordation book and page number.

The action data contains one or more action entries showing the history of the case through the BLM case processing paths. Each action entry consists of the date of the action, the action itself in a coded form, and remarks refining the action code or providing supplemental information.

The name and address data identifies one or more individuals, corporations, or agencies associated with the case. The specific components include the name of the entity, the mailing street address, city, state, zip code, an identification number, the category code which identifies the entity as individual, corporation, or agency, the interest relationship code describing the entity's role in the case, and the percent interest delineating the ownership in the case.

The general remarks data is used to provide further information pertaining to the case. It consists of a line number and a remark. The line number serves to keep the remarks in the general order of input into the system.

PAST AND CURRENT RECORDS

2.4.2.2 Current Status Issues -

The issues raised during research of the Current Status data group include the snapshot problems discussed early in the LLD issues, the brief and vague nature of the actions and remarks, and finally, the lack of historic data held within the data base.

As with the LLD, current status information is gathered from a static snapshot of the MTP, HI and CDI. The data is frozen at a given point in time and the data collection process is begun. Unfortunately, the rest of the world keeps moving, changing status within public domain and acquired lands on a daily basis. In reality, all data gathered now must be checked thoroughly upon implementation to account for the easy-to-find inconsistencies as well as the subtle differences in status. Examples of differences that could easily be missed by a quick review of the MTPs then and now might include changes in the reservations or withdrawn lands revoked but not restored. To quantify the problem in terms of workhours or dollars would be extremely difficult but the fact remains there exists a risk.

The problem is minimized somewhat due to the fact that changes in status from now until ALMRS implementation will be recorded in one of the case recordation systems, thus leaving an audit trail for those assigned to update the current status data. Still, the possibility exists that corrections to the records made after status collection is completed will be lost.

In comparing some of the older methods for retaining data concerning current status to the new current status coding method, one difference clearly stands out. Activity and informative comments were written in a more complete and, perhaps, a more colorful manner than the generic action code, date and remarks of the computer age. Of course the new methods will be more efficient and should not be abandoned but the point remains that the older records supplied information in a language and style more readily accepted by the public, especially those acquainted with the older records. The problem then, is not in the scope of activity which can be represented using the current list of action codes, but rather in the abrupt and vague manner in which it is presented. If ALMRS does not succeed in presenting current status in an acceptable manner to the user community, it has failed in one of its primary objectives.

The Current Status data collection instructions are very explicit as to types of information to be included and excluded. The point of this discussion is not to question the validity of the inclusions but rather to question the validity of the exclusions. For example, a tract of land that was at one time a homestead site but never went to patent will not be recorded in the Current Status data. Also, with

PAST AND CURRENT RECORDS

withdrawals, current ALMRS collecting methodology calls for only inputting the earliest withdrawal action affecting a tract of land but not any subsequent withdrawals. Although this is correct in accordance with the Current Status collection instructions, it is historical information that will not be present for future research via ALMRS. This situation, particularly as it affects withdrawals, poses potentially serious problems. There is a need, therefore, to examine the present CR collection criteria as to historical data and what historical information is necessary to correctly portray present public land status.

Finally, the legal land descriptions may be recorded slightly differently in the Current Status data than on the HI or patent. This is primarily due to the different methods of describing the same land using aliquot parts and lot numbers. The same land may be accurately described using two different notations, both being perfectly acceptable.

2.4.3 Manual Portion Of ALMRS

Information contained in the physical case files, the Control Document Index, and the retired records systems will continue to be an important body of reference material to the ALMRS user community. The current methods for maintaining these record types will remain in place after the ALMRS implementation is complete.

2.5 RECORDS AUDIT SUMMARY

Functionally, ALMRS is capable of capturing descriptive information related to a case and recording the activities associated with processing each case. The use of codes to represent agencies, counties, actions, survey types, etc. is an extremely flexible approach, establishing standards and controls on areas that previously were non-standard and uncontrolled.

Each activity on a case is recorded at the finest level. BLM personnel will find ALMRS an extremely useful tool in performing their daily duties given that they can quickly review survey data, assess current status of a given parcel of land or review cases based on descriptions and action entries.

The BLM personnel, for the most part, deal with current activity (lease operations, new surveys, maintaining records, etc.) and not historic activity. The central question remains; how does the public

PAST AND CURRENT RECORDS

expect to use ALMRS? If the public, like most of BLM, is concerned strictly with the here and the now, ALMRS will perform admirably. If the public expects to use ALMRS as a research tool, it will fall short in many instances. For example, the public can research only those oil and gas leases active in 1982 and subsequent to 1982 when an automated case recordation system was implemented. Leases closed prior to 1982 are not recorded. The public can research patented land and mineral entries but will not be able to research entries that did not go to patent. It will benefit the ALMRS project to study how the current records are being used to determine whether or not historic data should be entered.

CHAPTER 3

ACTIONS AFFECTING RECORDS

This chapter is intended to be used specifically for the on-going ALMRS project for systems analysis. This chapter describes the effects of various case related actions on the records currently maintained by most BLM administrative states (offices) including the MTPs, Use Plats, the HIS, the Tract Books, the CDI, the MDI, Case Recordation or ORCA or AALMRS, Mining Claim Recordation System and case files. The discussion is by case type although certain case types are grouped together since they have a like effect on the records given a specific action. The case types or groups of case types that will be discussed are:

1. Aquisitions (43 CFR 2100).
2. Exchanges (43 CFR 2200), Sales, R&PP, Conveyance of federally owned minerals (43 CFR 2700), Conveyances (Alaska), Occupancy and Use (43 CFR 2500);
3. Withdrawals (43 CFR 2300) and Land Classifications (43 CFR 2400);
4. Grants (43 CFR 2600);
5. Rights-of-way (43 CFR 2800);
6. Leases and Permits (43 CFR 2900);
7. Oil and Gas (43 CFR 3100);
8. Geothermal (43 CFR 3200), Coal (43 CFR 3400), Solids Other Than Coal (43 CFR 3500);
9. Saleable Minerals (43 CFR 3600);

ACTIONS AFFECTING RECORDS

10. Locatable Minerals (43 CFR 3800);

The set of actions that occur during the processing of cases that also have some effect on the records are:

1. Applying for use of, rights in or title to public lands or resources;
2. Paying fees or commissions required in connection with an application or entry;
3. Adjudicating applications, entries, claims, etc., to ensure full compliance with the public land laws, regulations and public interest;
4. Withdrawing all or part of an application from further BLM case processing at the request of the applicant;
5. Modifying or amending an application indicating a change is being made (within this document, amending generally refers to changing the legal land description while modifying is the changing of other information such as the applicant's name or address, etc.);
6. Notifying the public including individuals, corporations and other branches of the government using the Federal Register, newspapers, postings within the public room, etc. of decisions on pending cases;
7. Bonding to monetarily secure the obligations imposed on a holder, permittee or grantee by the terms of the lease, permit or grant and the applicable laws and regulations;
8. Approving the application indicating the BLM supports the applicant's right to use or title of the land in question (in the context of a title transfer or a mineral lease application, approval is implied by the issuing of a patent or a lease);
9. Rejecting or denying an application indicating BLM does not support the request for title or use of the public lands in question generally because of improper filing, conflicts with the public land laws, conflicts with other agencies of the government, or conflicts with the public interests.

ACTIONS AFFECTING RECORDS

10. Appealing a BLM decision indicates an individual, corporation, or government agency disagrees with that decision (note that the entity filing an appeal is not necessarily the original applicant but may be adversely affected by the decision);
11. Modification of activities concerning case types such as combining tracts under a unit agreement when separate leased tracts cannot be independently developed and operated in conformity with an established well-spacing or well-development program, subsequent transfer of title after issuance of a patent, change in mining operators or operations, an assignment, or a transfer of interest.
12. Filing or reporting under the Locatable Minerals Program include Assessment Work Affidavit, Notice of Intent to Hold, Notice of Relinquishment and Notice of Relocation. Saleable mineral filing or reporting are mining production reports.
13. Renewal or extension is a letter extending a lease or a request for an extension of mining operations. A readjustment is done for some solid leasables.
14. Relinquishing a right to use or title by the individual, corporation or government agency holding the right when it is no longer beneficial to hold;
15. Terminating a right to use generally because of some type of breach of the terms under which the right was given such as when a lessee fails to pay the rental on or before the anniversary date of a lease, or reversion in a Sales case, etc.;
16. Revocation is the action which ends the effect of a withdrawal of public lands;
17. Restoring withdrawn lands thereby changing the status of public lands previously restricted by a withdrawal to open and available.

Many of the actions defined above are not applicable to all case types. The discussion of each case type will list only the actions related to or resulting from the processing of that case type. These actions, as described in the following case type areas, are representative and include the results (effects to the records) that most often occur.

ACTIONS AFFECTING RECORDS

Table 3-1 graphically illustrates the effects case related actions may have on the BLM records.

Table 3-1. Actions Affecting Records

Actions	1 Acquisitions	2 Exchanges, Sales, Conveyances, Occup & Use	3 Withdrawals, Land Class	4 Grants	5 R/W	6 Leases Permits	7 Oil and Gas	8 Geotherm. Coal, SOTC	9 Salables	10 Locatables
1. Application	EF	ABCDEF	ABCDEF	ABCDEF	ABEF	ABE	BEFG	BEF	ABCEFG	ABCEFGH
2. Fees		EF		EF	EF	EF	EF	EF	EF	EFH
3. Adjudication	EF	EF		EF	EF	EF	EF	EF	EF	EFH
4. Withdrawn		ABCEF	ABCEF		EF	EF	BEFG	BEFG	ABCEFG	ABCEFGH
5. Modification/ Amendment		ABCEF		EF	ABEF	EF		H	ABCEFG	ABCEFGH
6. Public Notice		EFI		EFI		EFI			EF	EFH
7. Bonding					EF	EF		EF	EF	EFH
8. Issuance/ Approval	ABCDEF	ABCDEF		ABCDEF	ABCDEF	ABCDEF	ABCEF	BCEFG	ABCEFGJ	ABCEFGH
9. Rejection		ABCDEF	ABC	EF		ABEF	BC	BEF	ABCEFGJ	ABCEFGH
10. Appeal		EF		EF	EF	EF	EF		EF	EFH
11. Modification of Activities		DEF			EF	EF	ABEF	ABCEFG	EF	EFH
12. Filing/ Reporting									EF	EFH
13. Renewal/Exten- sion			ABCDEF		CEF	EF	EF	EF	EF	EFH
14. Relinquishment	EF	EF	ABCDEF		ABCDEF	ABCDEF	BCEF	BCEFG	ABCEFG	BEF
15. Termination	ABCDEF	EF	ABCDEF		ABCDEF	ABCDEF	BCEF	BCEFG	ABCEFGJ	BEFH
16. Revocation			ABCDEF							
17. Restoration			ABCDEF							

Records Code:

A = MTP
B = Supplemental/ Use Plat
C = HJ
D = GLO Tract Book
E = CR/ORCA/ALRS
F = Case File
G = Mining Tract Book
I = CDI
J = NDI

ACTIONS AFFECTING RECORDS

3.1 ACQUISITIONS (FEE, LESS THAN FEE)

An action to acquire an interest in non-federal land is entered into Case Recordation/ORCA/AALMRS and a case file is established. The adjudicative process results in one or more actions recorded in Case Recordation/ORCA/AALMRS. Source documents, reports and correspondence are placed in the case file.

Upon approval of the acquisition, the deed is accepted and is recorded on the MTP, all Use and Supplemental Plats, on the HI, GLO Tract Book, in Case Recordation or ORCA and in the case file. Generally, land acquired by the United States is shown on the MTP, Use and Supplemental Plats as a shaded area.

3.2 EXCHANGES, SALES, R&PP, CONVEYANCE OF FEDERALLY OWNED MINERALS, CONVEYANCE (ALASKA), OCCUPANCY AND USE

An application for an exchange, conveyance or sale results in a notation on the MTP and all Use and Supplemental Plats. The information is documented on the HI and GLO Tract Book and recorded in Case Recordation/ORCA/AALMRS and a case file is established. The fees associated with the case are posted to the proper accounting systems and proof of payment recorded in Case Recordation/ORCA/AALMRS and in the case file. When a Notice of Realty Action (NORA) occurs, the segregative effect is noted on the HI.

The adjudicative process results in one or more actions recorded in Case Recordation/ORCA/AALMRS. Source documents, reports and correspondence are placed in the case file.

An application may be withdrawn, in part or in full, amended or modified. These actions result in either modifying or removing the application's notation on the MTP and all Use and Supplemental Plats. The action and the date will be noted in the remarks column of the HI and recorded in Case Recordation/ORCA/AALMRS and in the case file.

A patent is issued for the public lands selected and a warranty deed is accepted for the private lands offered in exchange. This transfer of title is recorded on the MTP, all Use and Supplemental Plats, on the HI, GLO Tract Book, in Case Recordation or ORCA and the documents are filed in the case file. If the application is rejected in part or in full, the notations on the MTP, Use and Supplemental Plats will be modified or removed in accordance with the extent of the rejection. The rejection is noted on the HI, GLO Tract Book, in Case Recordation/ORCA/AALMRS and the documents filed in the case file. Requesting a change of use or a subsequent transfer of title after

ACTIONS AFFECTING RECORDS

| issuance of an R&PP patent is noted only in Case
| Recordation/ORCA/AALMRS and the GLO Tract Book and documents placed in
| the case file but does not affect the HI or the plats.

| Any appeal of a BLM decision relative to the case is entered as an
| action code in Case Recordation/ORCA/AALMRS. A current copy of the MTP
| as of the date of appeal is placed in the case file.

3.3 WITHDRAWALS AND LAND CLASSIFICATIONS

| An application for a withdrawal or classification is noted to the
| area on the MTP and all Use and Supplemental Plats. The application
| information is noted on the HI, GLO Tract Book, in Case
| Recordation/ORCA/AALMRS, and placed in a case file. If the application
| is withdrawn in part or in full, the initial notation is modified or
| removed from the MTP and all Use and Supplemental Plats. The HI entry
| will show the date the application was withdrawn, the segregative
| effect removed, and the lands opened to entry. The action is entered
| in Case Recordation/ORCA/AALMRS and the documents placed in the case
| file.

| If the application is rejected in part or in full, the notation is
| removed or modified on all plats and the appropriate date and action
| recorded on the HI. Applications are noted on the plats only when a
| segregative effect occurs. If the rejection is made prior to the
| segregation, no notation is made.

| A revocation and restoration of a withdrawal by Congress,
| Executive Order, or the Department of the Interior, removes the
| notation from the plats and is posted to the HI. Restoration and the
| subsequent opening of the formerly withdrawn lands for entry is either
| posted in the remarks of the HI and the right-hand margin of the plats
| or given its own case number and placed on the next available line of
| the HI (in this case, the original withdrawal on the HI may contain a
| forward reference to the opening order).

3.4 GRANTS

| A grant is issued by an Act of Congress and will affect the
| records in the following manner:

- | 1. a new entry is placed in Case Recordation/ORCA/AALMRS;

ACTIONS AFFECTING RECORDS

2. a case file is established;
3. the appropriate notation is made to MTP and all Use and Supplemental Plats;
4. an entry is made on the HI and GLO Tract Book recording the grant; and
5. the official document describing the grant and any notices printed in the Federal Register are microfilmed and added to the CDI.

3.5 RIGHTS-OF-WAY

An application for a right-of-way creates a case file and a new entry in the Case Recordation/ORCA/AALMRS systems. The application for a right-of-way may also be noted on the MTP and all Use and Supplemental Plats. The application fee, which could be an advance rental or a post grant administration fee, is posted in Case Recordation/ORCA/AALMRS and the receipt and accounting advice placed in the case file.

The information acquired during the adjudication process is recorded in Case Recordation/ORCA/AALMRS and the documents filed in the case file. Any bonding requirements are documented in Case Recordation/ORCA/AALMRS and bonding documents placed in the case file.

If the application is withdrawn the rental money may be refunded. This action is noted in Case Recordation/ORCA/AALMRS and the documents are filed in the case file. An amendment or modification is a change, and may require updates in Case Recordation/ORCA/AALMRS and the appropriate documents placed in the case file. An amendment to the route or a modification to the size of the R/W may precipitate a change to the MTP and all Use and Supplemental Plats affected.

The approval of a R/W application may be issued in part or in full. Amendments are noted in this approval. The MTP and all Use and Supplemental Plats are marked with the approved R/W, posted to the HI, and GLO Tract Book and the decision is recorded in Case Recordation/ORCA/AALMRS and documents filed in the case file. If the application is rejected in part or in full, any notation made to the MTP, Use or Supplemental Plats is removed, and the rejection is noted in Case Recordation/ORCA/AALMRS and the documentation placed in the case file.

ACTIONS AFFECTING RECORDS

If the R/W is terminated or relinquished in part or in full or it simply expires, it is removed from the MTP and all Use and Supplemental Plats and the conclusive action noted in the HI and GLO Tract Book.

| The proper action is posted in Case Recordation/ORCA/AALMRS and any related documents filed in the case file. An R/W renewal is documented on the HI and in Case Recordation/ORCA/AALMRS and the case file.

| Any appeal of a BLM decision relative to the case is entered as an action code in Case Recordation/ORCA/AALMRS. A current copy of the MTP as of the date of appeal is placed in the case file.

| An assignment of the right-of-way is documented in Case Recordation/ORCA/AALMRS and the appropriate documentation filed in the case file.

3.6 LEASES AND PERMITS

| An application for a lease or permit creates a case file and an entry in the Case Recordation/ORCA/AALMRS systems. The lease or permit may also be noted on the MTP and all Use and Supplemental Plats dependent upon the administrative state's notation policy. The application fee is posted in Case Recordation/ORCA/AALMRS and the proof of payment placed in the case file.

| The information acquired during the adjudication process is recorded in Case Recordation/ORCA/AALMRS and the hardcopy is filed in the case file. Any bonding requirements are documented in Case Recordation/ORCA/AALMRS and the bonding documents placed in the case file.

| If the application is withdrawn, the action is noted in Case Recordation/ORCA/AALMRS, the HI, GLO Tract Book, MTP, Use and Supplemental Plats and the case file. An amendment or modification require updates in Case Recordation/ORCA/AALMRS and the related documents placed in the case file.

| If the application is rejected in part or in full, any notation made to the MTP, Use or Supplemental Plats is removed, and the rejection is noted in Case Recordation/ORCA/AALMRS and the related documentation is placed in the case file.

| The approval of a lease or permit may be issued in part or in full. The MTP and all Use and Supplemental Plats are marked with the approved lease or permit (once again, depending upon state policy), it is posted to the HI and Tract Book, and the decision is recorded in Case Recordation/ORCA/AALMRS and and filed in the case file.

ACTIONS AFFECTING RECORDS

If the lease or permit is terminated or relinquished in part or in full or it expires, the notation is removed from the MTP and all Use and Supplemental Plats and the conclusive action noted in the HI and Tract Book. The proper action is posted in Case Recordation/ORCA/AALMRS and the documents filed in the case file.

Any appeal of a BLM decision relative to the case noted is entered as an action code in Case Recordation/ORCA/AALMRS. A current copy of the MTP as of the date of appeal is placed in the case file.

3.7 OIL AND GAS

The three types of oil and gas lease applications are non-competitive (simultaneous (SIMO) and over-the-counter) and competitive. A SIMO application is filed with the other SIMO applications to await the SIMO drawing. Other oil and gas applications may be noted on the OG Plat and Minerals Tract Book in the proper location (marked as an application) and a new case file is opened. The appropriate fees are paid with the application and are noted in Case Recordation/ORCA/AALMRS, in the case file and posted to the proper accounting system.

The adjudication process results in one or more entries in Case Recordation/ORCA/AALMRS. All information gathered in the form of reports, correspondence and other documents related to the case is placed in the case file.

An over-the-counter lease application may be withdrawn in part or in full. The application is removed from the OG Plat and the appropriate action is posted in Case Recordation/ORCA/AALMRS, the Mineral Tract Book and in the case file.

The term application is removed from the OG Plat when the application is issued. The issued lease is noted to the HI and posted to Case Recordation/ORCA/AALMRS and the case file. Communitization actions and unit agreements are posted to the OG Plat or in the right-hand margin of all plats and noted on the appropriate places in Case Recordation/ORCA/AALMRS. The agreement documents are filed in the appropriate case files.

If the application is rejected either in part or in full, the application information is modified or removed from the OG Plat and noted to the Mineral Tract Book. An issued lease may also be cancelled, terminated or relinquished in part or in full or may expire. The date and conclusive action will be noted to the HI, the lease information modified or removed on the OG Plat, and the proper actions

ACTIONS AFFECTING RECORDS

| posted in Case Recordation/ORCA/AALMRS and in the case file.
Generally, leases that end in some manner are not removed from the OG Plat but rather, left for SIMO processing. The term "SIMO" and the date may appear on the OG plat and will be noted on the HI entry and on the Mineral Tract Book describing the prior lease.

| A lease can be extended for various reasons such as drilling over the expiration date, a producing well, etc. This action is noted in Case Recordation/ORCA/AALMRS and the documentation filed in the case file.

| Any appeal of a BLM decision relative to the case noted is entered as an action code in Case Recordation/ORCA/AALMRS. Current copies of the MTP or OG Plat as of the date of appeal and other related records are placed in the case file.

3.8 GEOTHERMAL, COAL, SOLIDS OTHER THAN COAL

Any notation to the plats relative to these case types is done on the Use Plat. There may be a Use Plat for each case type, (e.g. a Coal Plat); one plat for all case types (a Mineral Plat); or, if Use Plats are not used, the notation may be recorded on the MTP or Mineral Tract Book. Generally, the number and types of Use Plats available is relative to the level of activity and supply of a given mineral in a specific area or state. For the purpose of simplification, this section will refer to any notation made to a general or specific Use Plat or to the MTP as an update to the Mineral Plat.

| An application for a mineral lease, a coal license or a prospecting permit is delineated on the Mineral Plat. The application is documented in Case Recordation/ORCA/AALMRS and a case file is opened. When the fees have been paid, proof of payment is placed in the case file and noted in Case Recordation/ORCA/AALMRS.

| The information acquired during the adjudication process is recorded in Case Recordation/ORCA/AALMRS and in the case file. Any bonding requirements are documented in Case Recordation/ORCA/AALMRS and in the case file.

| A lease application may be withdrawn in part or in full. The application is removed from the Mineral Plat and the appropriate action is posted to Case Recordation/ORCA/AALMRS, Mineral Tract Book and in the case file. Any modifications or amendments to the application may result in corrections on the Mineral Plat.

ACTIONS AFFECTING RECORDS

The term application is removed from the Mineral Plat when the application is issued. The issued lease is noted in the HI and Mineral Tract Book and posted to Case Recordation/ORCA/AALMRS and the case file.

If the application is rejected either in part or in full, the lease information is modified or removed from the Mineral Plat. An issued lease may also be cancelled, terminated or relinquished in part or in full or may simply expire. The date and conclusive action will be noted to the HI and Mineral Tract Book; the lease information modified or removed from the Mineral Plat; and the proper actions posted in Case Recordation/ORCA/AALMRS and in the case file.

An assignment of the lease to another party is noted in Case Recordation/ORCA/AALMRS and in the case file. A partial assignment of the lease to another party is noted in CR/ORCA/AALMRS and a new case is established. The MTP, Use Plat, HI and Mineral Tract Book are noted with the information.

Any appeal of a BLM decision relative to the case noted is entered as an action code in Case Recordation/ORCA/AALMRS. A current copy of the MTP as of the date of appeal is placed in the case file.

3.9 SALEABLE MINERALS

The establishment of a saleable minerals case results in the following records actions: the case is assigned a Serial Number; a case file is created with copies of all associated documents included; the serialized information is entered into the Case Recordation System; a parcel entry to the Master Title Plat (MTP) would be made with mineral sale/disposal application annotated; an entry to the Historical Index (HI) would be made; and a parcel entry to Supplemental and/or Use Plats would be made, if they exist.

Subsequent case processing activities (including application modifications or withdrawal, adjudication, bonding, and change in mining operators or operations) result in entries made to the Case Recordation System with copies of all associated documents entered into the case file.

An approval decision that resulted in the issuance of a sales contract, free-use permit, community pit designation, or common use area designation results in the following records actions: entries to the Case Recordation System; copies of all documents entered into the case file; an update to the parcel on the Master Title Plat (MTP) including removal of the "application" annotation; an update to the

ACTIONS AFFECTING RECORDS

Supplemental and/or Use Plats, if they exist, including removal of the "application" annotation.

Additionally, the approval of a common use area designation, may result in an entry to the Miscellaneous Document Index (MDI).

A rejection decision, approval of the completion of post-mining activities, or the termination of a community pit or common use area designation results in the following records actions: the case is closed with entries into the Case Recordation System and the associated case file; removal of the parcel from the Master Title Plat (MTP); an update to the entry on the Historical Index (HI); removal of the parcel from the Supplemental and/or Use Plats, if they exist; and an update to the entry on the Miscellaneous Document Index (MDI).

3.10 LOCATABLE MINERALS

The mining activities managed by the locatable minerals program may be categorized as Mining Claim Recordation, Mining Operations, and Mineral Patents. Each category has its own distinct actions that affect the BLM records.

When the review process for a recordation application has determined that a properly located claim is to be recorded, the following records actions are performed: the claim is assigned a Mining Claim Serial Number; a case file is created with copies of all associated documents included; the serialized recordation information is entered into the Mining Claim Recordation System (in some states this system may be the same as the Case Recordation System); and a parcel entry to Supplemental and/or Use Plats would be made, if they exist.

All subsequent activities, including recordation acknowledgement and land status checks, result in entries being made in the Mining Claim Recordation System and copies of all associated documents being entered in the case file.

Once a claim is properly recorded, there are filing requirements that must be performed in order for the claimant to hold the possessory right to the claim location. These filings can result in the issuance of a filing acknowledgement or a filing rejection decision. Both actions result in entries being made in the Mining Claim Recordation System and copies of all documents being entered into the case file. Specific filings (e.g., Notice of Relocation) may result in updates to the Supplemental and/or Use Plats, if they exist.

ACTIONS AFFECTING RECORDS

The following actions results in the case being closed (with entries made in the case file and the Mining Claim Recordation System, and removal from Supplemental and/or Use Plats, if they exist): an Abandoned and Void Decision issued by BLM, a Null and Void Decision issued by BLM, and a Notice of Relinquishment submitted by the claimant.

In most situations a mining operator is required to file a Notice of Mining Operations or a Mining Plan of Operations. This results in the following records actions: the case is assigned a serial number, a case file is created with copies of all associated documents included, and the serialized information is entered into the Case Recordation System (in some states the Mining Claim Recordation System may be used for case serialization of mining operations).

All subsequent activities (including land status checks, decisions, bonding, compliance monitoring, and termination of mining operations) result in entries being made in the Case Recordation System and copies of all associated documents being entered in the case file.

Approval of the completion of post-mining activities results in the case being closed (if a separate case was serialized for the mining operation or if a Notice of Relinquishment was submitted for the recorded claim as part of the termination) with entries made in the case file and the Case Recordation System.

A mineral patent application results in the following records actions: the claim is assigned a Serial Number; a case file is created with copies of all associated documents included; the serialized case information is entered into the Case Recordation System (in some states the Mining Claim Recordation System may be used for case serialization of a mineral patent); case information may be entered into the Mining Claim Recordation System and its associated mining claim case file; a parcel entry to the Master Title Plat (MTP) would be made with "Mineral Entry Application" annotated; an entry to the Historical Index (HI) would be made; and parcel entry to Supplemental and/or Use Plats would be made, if they exist.

The subsequent case processing activities including adjudication, land status checks, public notice, mineral survey, and mineral examination, results in entries to the Case Recordation System with copies of all associated documents entered into the case file. The mineral patent procedures may result in modifications or additions to information in the Mining Claim Recordation System and copies of documents being entered into the associated mining claim case file.

ACTIONS AFFECTING RECORDS

Modifications to the mineral patent application (e.g., partial withdrawals) result in additional information or updates to the following records: Case Recordation System, Case File, Master Title Plat (MTP), Historical Index (HI), and Supplemental and/or Use Plats.

A rejection decision(s) or full withdrawal of a mineral patent application results in the following records actions: the case is closed with entries into the Case Recordation System and the associated case file; dependent on the basis of the case closure, a Null and Void Decision may be issued on subject mining claim(s), resulting in records actions associated with Mining Claim Recordation; the Master Title Plat (MTP) is updated by removing the parcel; an update to the entry on the Historical Index (HI) is made; and the Supplemental and/or Use Plats, if they exist, are updated by removing the parcel.

The patent approval decision results in the following records actions: the case is closed with entries into the Case Recordation System and the associated case file; the mining claim case(s) are closed with entries into the Mining Claim Recordation System and the associated mining claim case file(s); the Master Title Plat (MTP) is updated by removing the word "Application" from the parcel annotation and adding the mineral patent number; an update to the entry on the Historical Index (HI) is made; an entry to the Control Document Index (CDI) is made; and the Supplemental and/or Use Plats are updated, if they exist.

CHAPTER 4

CURRENT PROCESSING OF RECORDS

4.1 INTRODUCTION

This chapter describes the current methods for processing land records. The chapter is organized as follows: Section 1 - Introduction explaining the scope and structure of the chapter; Section 2 - Data Flow Diagrams illustrating the current method of processing of the records; Section 3 - Process List providing an alphabetized list of processes defined in the Data Flow Diagrams and the page references for each process in both the diagram section and the input/process/output narratives section if the process is at a primitive level; Section 4 - Input/Process/Output Narratives describing each process primitive in detail including definitions of steps taken or decisions made; and Section 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the Data Flow Diagrams.

CURRENT PROCESSING OF RECORDS

4.2 DATA FLOW DIAGRAMS

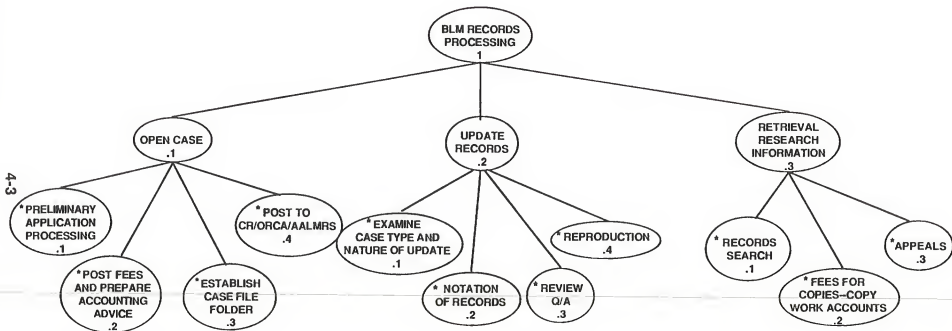
The current methods used in processing land records are presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

Standard representations on the DFDs are:

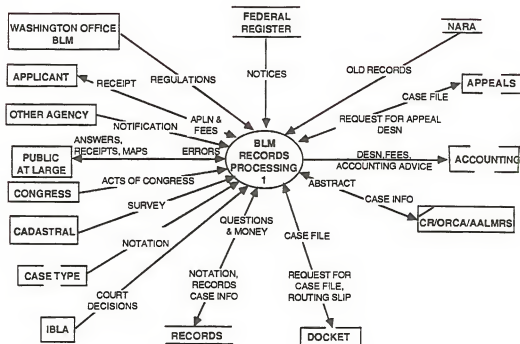
1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing.

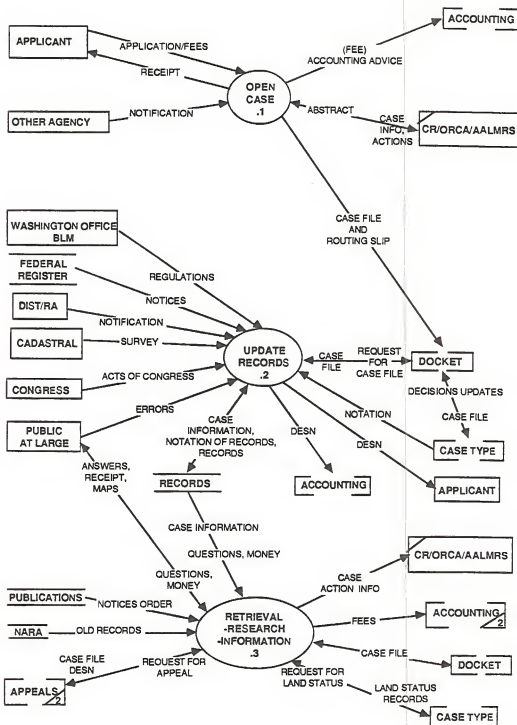
BASELINE RECORDS VISUAL TABLE OF CONTENTS

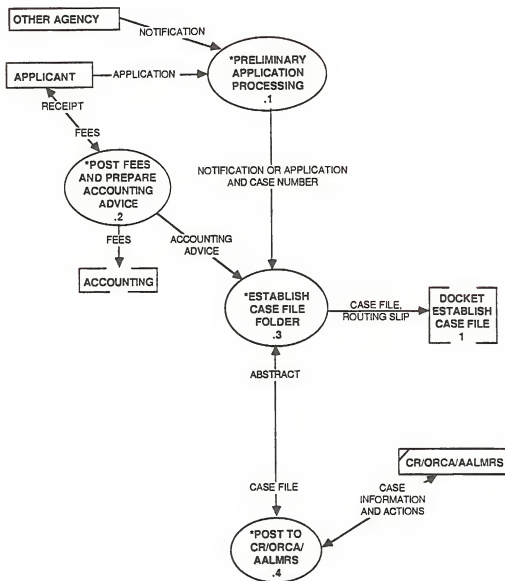


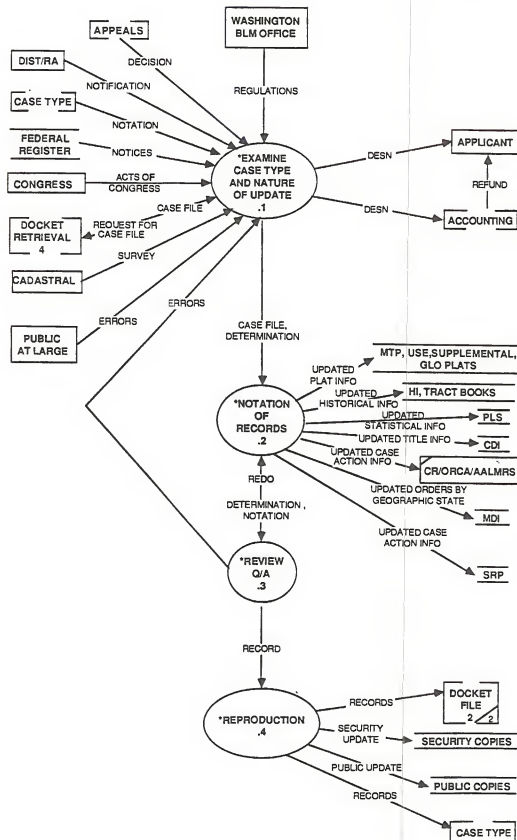
CASE TYPE: BASELINE RECORDS
 DIAGRAM NAME: BASELINE RECORDS
 IDENTIFIER :

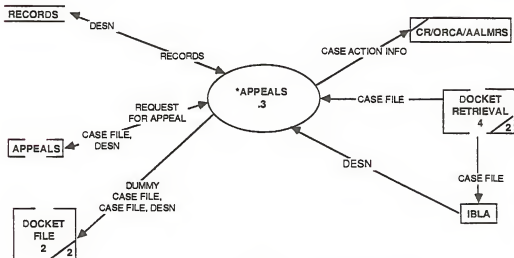
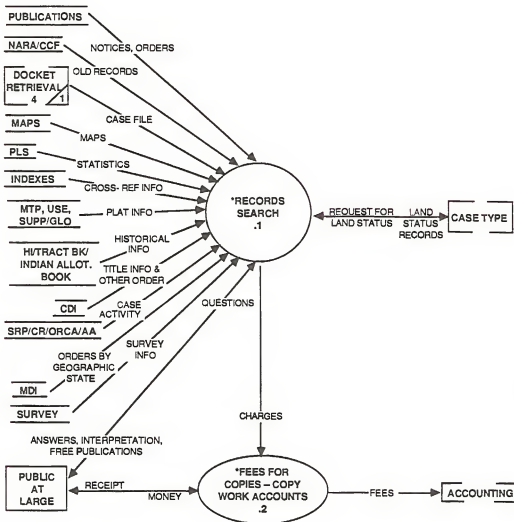
DFD: 1 OF 5
 DATE: 4/2/87
 LEVEL:











CURRENT PROCESSING OF RECORDS

4.3 PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Section 4.2. The Section 4.2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Section 4.4 narrative for that process is also listed.

Identifier	Process Name	Level	DED	IPO
1.3.3	Appeals	3	4-8	4-23
1	BLM Records Processing	1	4-4	
1.1.3	Establish Case File Folder	3	4-6	4-13
1.2.1	Examine Case Type/Nature of Update	3	4-7	4-15
1.3.2	Fees for Copies	3	4-8	4-22
1.2.2	Notation of Records	3	4-7	4-17
1.1	Open Case	2	4-5	
1.1.2	Post Fees/Prepare Accounting Advice	3	4-6	4-12
1.1.4	Post to CR/ORCA/AALMRS	3	4-6	4-14
1.1.1	Preliminary Application Processing	3	4-6	4-11
1.3.1	Records Search	3	4-8	4-20
1.2.4	Reproduction	3	4-7	4-19
1.3	Retrieval, Research, Information	2	4-5	
1.2.3	Review Q/A	3	4-7	4-18
1.2	Update Records	2	4-5	

CURRENT PROCESSING OF RECORDS

4.4 INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the objectives of the process;
4. the applicable policies and procedures;
5. any constraints that affect processing; and
6. and input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Section 2. The processes defined for records processing are similar for the state, district and resource area office levels.

CURRENT PROCESSING OF RECORDS

Process Name: Preliminary Application Processing

Identifier: 1.1.1

Parent Process Name: Open Case

Description: The notification of some action affecting public lands or an application is received and assigned a case number.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Application (Applicant)	Date and time stamp the application -	
Notification (Other Agency)	Assign next available serial number to application or the notification of an action affecting public lands -	Application (1.1.2) Notification (1.1.2) Case Number (1.1.2)

CURRENT PROCESSING OF RECORDS

Process Name: Post Fees and Prepare Accounting Advice

Identifier: 1.1.2

Parent Process Name: Open Case

Description: This process records money received from an applicant providing the applicant with a receipt and BLM with an internal audit trail.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Fees (Applicant)	Validate fee in accordance with the type of case -	
	The fees are posted and accounting advice is prepared -	Fees (Accounts) Accounting Advice (1.1.3, Accounts)
	Prepare receipt -	Receipt (Applicant)

CURRENT PROCESSING OF RECORDS

Process Name: Establish Case File Folder

Identifier: 1.1.3

Parent Process Name: Open Case

Description: The notification of an action affecting public lands or the application, the new case number, and the accounting advice, if applicable, are placed into a new case file folder.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Accounting Advice (1.1.2)	Establish a case file folder with the new case number and the appropriate filing system	
Notification (1.1.1)	markings (UPC label, color coding, etc) -	
Application (1.1.1)		
Case Number (1.1.1)		
	Route the new case file for posting to CR/ORCA/AALMRS -	Case File (1.1.4)
	Abstract (1.1.4) Place the CR/ORCA/AALMRS supplied abstract into the case file folder and route to docket -	Case File, Routing Slip (Docket)

CURRENT PROCESSING OF RECORDS

| Process Name: Post to CR/ORCA/AALMRS

Identifier: 1.1.4

Parent Process Name: Open Case

| Description: The case file information is posted to
| CR/ORCA/AALMRS and a case abstract is printed.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File (1.1.3)	Enter information from the case file including name and address data, legal land description, case specific data, general remarks, case activity codes and dates -	Case Information, Actions (CR/ORCA/AALMRS)
	Print all information for the new case stored in CR/ORCA/AALMRS.	Abstract (1.1.3)

CURRENT PROCESSING OF RECORDS

Process Name: Examine Case Type and Nature of Update

Identifier: 1.2.1

Parent Process Name: Update Records

Description: Notices, Acts of Congress and case files that have an affect on the records are analyzed to determine the nature of the update required to the records. Determine the nature and scope of update to the records based on errors discovered from outside sources or survey data provided by Cadastral. The survey data provided by Cadastral will be assessed at the state level before being sent to the District and Resource Area offices.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File (Docket)	When a new case file is received: (1) Examine the case type (2) Review the case activity (3) Determine the nature of update to the records (see Chapter 3 - Actions Affecting Records) -	Case File (1.2.3) Determination (1.2.2)
Decision (Appeal)	When a decision from appeal is received: (1) Notify the applicant and accounts or the decision (2) Determine the nature of update to the records (see Chapter 3 - Actions Affecting Records) -	Decision Case File (1.2.2) Determination (1.2.2)
Notification (Dist/RA) Notation (Case Process)	When a notification or notation is received: (1) Examine the case type (2) Review the case activity (2) Determine the nature of update to the records (see Chapter 3 - Actions Affecting Records) -	Case File (1.2.2) Determination (1.2.2)

CURRENT PROCESSING OF RECORDS

Input	Process	Output
Notices (Fed. Register)	When a notice, Act of Congress, or regulation is received:	
Act of Congress (Congress)	(1) Request case file if update is required and the notice, Act or reg- ulation has been serial- ized	Request for Case File (Docket)
Regulation (Wash. BLM)		
Case File (Docket)	(2) Examine case type (3) Review the case activity (4) Determine the nature of update to the records (see Chapter 3 - Actions Affecting Records) -	Case File (1.2.2) Determination (1.2.2)
Survey (Cadastral)	Examine information and determine the nature of update needed to incorporate on the records to either correct or add new information (see Chapter 3 - Actions Affecting Records) -	Determination (1.2.2)
Errors (Public)		
Errors (1.2.3)		

CURRENT PROCESSING OF RECORDS

Process Name: Notation of Records

Identifier: 1.2.2

Parent Process Name: Update Records

Description: The required updates to the records are processed (drawn, typed, input to computer, etc).

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Determination (1.2.1 or 1.2.2) Case File (1.2.1)	The appropriate notation or entry is made to the records to accurately reflect the case activity or survey information or to correct inaccurate notations (see Chapter 3 - Actions Affecting Records) -	Updated Plat Info (MTP, Use Plat, Supplemental Plat) Updated Historical Info (HI, Tract) Updated Statistical Info (PLS) Updated Title Info (CDI) Updated Case Actions (SRP, CR, ORCA, AALMRS) Update Orders by Geographic State (MDI)
	Updated records are gathered and prepared for review (not necessarily all records but certainly the MTP and other plats, and the HI) -	Determination and Notation/Records (1.2.4)
Redo	If the records have been inaccurately updated as recognized by the Q/A review, the notation process is repeated to correct the error -	

CURRENT PROCESSING OF RECORDS

Process Name: Review Q/A

Identifier: 1.2.3

Parent Process Name: Update Records

Description: A review of the updated records is required to determine any inconsistencies between the information received and the notations made on the records.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Determination (1.2.3)	Review updated records for accuracy of the notation	Errors (1.2.2)
Notation/Records (1.2.3)	and, if necessary, send back for a re-examination of the nature of the update (this only happens if the determination of the nature of the update was incorrect) -	
	Review updated records for accuracy of update and, if necessary, send back for a correction to the notation -	Redo (1.2.3)
	If there are no errors, the updated records are released -	Record (1.2.5)

CURRENT PROCESSING OF RECORDS

Process Name: Reproduction

Identifier: 1.2.4

Parent Process Name: Update Records

Description: Any updated records will be reproduced and forwarded to the appropriate BLM department or field office.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Record (1.2.4)	Reproduce the updated record(s) as required to be placed in the case file -	Record (Docket)
	When a security update is required, reproduce all updated record(s) -	Security Update (Security Copies)
	Reproduce all updated record(s) for filing in the Public Room	Public Update (Public Copies)
	Reproduce the updated record(s) as required for use of any case type	Record (Any Case Type)

CURRENT PROCESSING OF RECORDS

Process Name: Records Search

Identifier: 1.3.1

Parent Process Name: Retrieval, Research, Information

Description: Assistance will be provided in accessing and interpreting the records.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Questions (Public at Large)	Research questions	Answers Interpretations Publications (Public)
Request for Land (Any Case Type)	Research land status	Land Status Records (Any Case Type)
Old Records (NARA)	Information from these sources can be retrieved to provide	
Case File (Docket)	information on various land	
Maps (Maps)	and mineral related topics	
Statistics (PLS)		
Cross-ref Info (Indexes)		
Plat Info (MTP, Use Plat, Supp. Plat, GLO)		
Historical Info (HI, Tract book, Indian Allotment Book)		
Title Info & Other Orders (CDI)		
Case activity (SRP/CR/ORCA/AALMRS)		
Orders by Geographic State (MDI)		
Survey Info (Survey)		
Notices, Orders		
(Publications)		

CURRENT PROCESSING OF RECORDS

Input	Process	Output
	Charge the appropriate fee for copying research material or records	Charges (1.3.2)

CURRENT PROCESSING OF RECORDS

Process Name: Fees for Copies (Copy Work Accounts)

Identifier: 1.3.2

Parent Process Name: Retrieval, Research, Information

Description: Collect monies for copies of records (may be on account).

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Money (Public at Large)	Collect the appropriate monies for copy work (if not on account) -	Receipt (Public at Large)
Charges (1.3.1)	Post fees collected or the charges on work account for the copies made -	Fees (Accounts)

CURRENT PROCESSING OF RECORDS

Process Name: Appeals

Identifier: 1.3.3

Parent Process Name: Retrieval, Research, Information

Description: Process the appeal by updating the case file with the new status, constructing a dummy case file and sending the case file to IBLA.

Policies/Procedures: None.

Input	Process	Output
Appeal Case File (Docket) Appropriate Records (Records)	Copy applicable MTP, HI note to CR/ORCA/AALMRS and any other records related to the specific case for inclusion in the case file folder prior to shipping case file to IBLA -	Case File (Docket - IBLA)
	Update CR/ORCA/AALMRS with case action information	Case Action Info (CR/ORCA/AALMRS)
	Construct Dummy Case File -	Dummy Case File (Docket)
Decision (IBLA, Docket)	Notify records of IBLA's decision and include in case file.	Decision (Records) Case File (Appeal)

CURRENT PROCESSING OF RECORDS

4.5 DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

CURRENT PROCESSING OF RECORDS

Data Name	Abstract
Abbreviation	
Description	An abstract is a listing including, but not limited to, the case containing the serial number, accounting record, applicant information, legal land description, case type, case actions, case status and remarks produced by case recordation.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Serial number + \$Accounting Record + \$Applicant information + \$Legal land description + Case actions + \$Remarks + \$Case status + \$Case type

CURRENT PROCESSING OF RECORDS

Data Name	Accounting Advice
Abbreviation	
Description	An accounting advice is a form used for showing the monetary receipt information pertinent to a specific case type.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Subject + \$Applicant information + \$Remitter + \$Assignor + \$Lease Management Data + \$Apply Remittance + \$Remarks

CURRENT PROCESSING OF RECORDS

Data Name	Acts of Congress
Abbreviation	
Description	Acts of Congress in this document are laws passed by Congress that relate to availability, use and ownership of land.
Data Type	Record
Ability to View	Open
Ability to Update	Congress
Definition	\$Laws

CURRENT PROCESSING OF RECORDS

Data Name	Answers
Abbreviation	
Description	The public at large receives answers as a result of questions.
Data Type	Data flow
Ability to View	Open
Ability to Update	N/A
Definition	[\$Verbal response \$Written response]

CURRENT PROCESSING OF RECORDS

Data Name	Appeal
Abbreviation	
Description	An appeal is an objection to a decision.
Data Type	Record
Ability to View	Open
Ability to Update	Appellant
Definition	\$Written statement

CURRENT PROCESSING OF RECORDS

Data Name	Application
Abbreviation	
Description	An application is an acceptable formal request for rights in use of, rights in, title to, public lands or resources.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	\$Personal applicant information + \$Legal description + \$Case type

CURRENT PROCESSING OF RECORDS

Data Name	Case Activity
Abbreviation	
Description	Case action information is received from a case recordation system and consists of the following elements: serial number, accounting information, applicant information and other abstract information.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	[Case number \$Accounting information \$Applicant information Abstract]

CURRENT PROCESSING OF RECORDS

Data Name	Case File
Abbreviation	
Description	A case file contains all the documentation related to that particular case. Case file includes "old case file" and "dummy case file".
Data Type	Set
Ability to View	All
Ability to Update	N/A
Definition	Application + Receipt(s) + Abstract + \$Activity Reports

CURRENT PROCESSING OF RECORDS

Data Name	Case Information
Abbreviation	
Description	Case information consists of material received that is used to initiate actions, carry out processing actions and to formulate results.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	*Information of* Application + Receipt + Case file

CURRENT PROCESSING OF RECORDS

Data Name	Charges
Abbreviation	
Description	Charges are incurred by the public at large for copies.
Data Type	Element
Ability to View	BLM
Ability to Update	BLM
Definition	Fees

CURRENT PROCESSING OF RECORDS

Data Name	Decision
Abbreviation	
Description	A decision notification is used to update the records.
Data Type	Data flow
Ability to View	Open
Ability to Update	BLM
Definition	Update

CURRENT PROCESSING OF RECORDS

Data Name	Determination
Abbreviation	
Description	Determination is the judgment made of which records are to be noted and in what manner.
Data Type	Data flow
Ability to View	BLM
Ability to Update	BLM
Definition	Written statement

CURRENT PROCESSING OF RECORDS

Data Name	Errors
Abbreviation	
Description	Errors are incorrect information. Errors can be found by the public at large when they notice a discrepancy on a record during an application process or review or case type action. BLM notices errors during the quality and assurance review of updating records.
Data Type	Aggregate
Ability to View	All
Ability to Update	N/A
Definition	Written statement

CURRENT PROCESSING OF RECORDS

Data Name	Fees
Abbreviation	
Description	Fees are payments required by law in connection with an application.
Data Type	Element
Ability to View	Payor/BLM
Ability to Update	BLM
Definition	Money

CURRENT PROCESSING OF RECORDS

Data Name	Historical Summary Information
Abbreviation	
Description	Historical information is data as to previous case type actions and is retrieved from the HI, Tract Book or Indian Allotment Book.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Information concerning case type + \$Additional pertinent information

CURRENT PROCESSING OF RECORDS

Data Name	Interpretation
Abbreviation	
Description	Interpretation is the explanation of the public land records. Interpretation follows from questions to records assistance. The questions are evaluated following research of the records.
Data Type	Data flow
Ability to View	All
Ability to Update	N/A
Definition	[Written evaluation Oral evaluation]

CURRENT PROCESSING OF RECORDS

Data Name	Maps
Abbreviation	
Description	Maps show the legal land description and a graphic representation and include: Land Use/Classification Maps - surface management, mineral management, topographic, geologic, wilderness status maps, and Known Leasing Areas; and Resource Management Maps - mineral resource, rangeland management (grazing allotment), wildlife habitat management maps, and botanical maps.
Data Type	Aggregate
Ability to View	All
Ability to Update	Government/Private Industry
Definition	[\$Township \$Range \$County \$Graphic depiction \$Ownership]

CURRENT PROCESSING OF RECORDS

Data Name	Money
Abbreviation	
Description	Money is the amount paid due to charges acquired.
Data Type	Element
Ability to View	Payor/BLM
Ability to Update	N/A
Definition	[\$Currency \$Coin \$Check \$Bank draft]

CURRENT PROCESSING OF RECORDS

Data Name	Notation
Abbreviation	
Description	Notation is the actual update required for records.
Data Type	Data flow
Ability to View	BLM
Ability to Update	BLM
Definition	[\$Written example \$Description]

CURRENT PROCESSING OF RECORDS

Data Name	Notices
Abbreviation	
Description	A public notice is the communication of a pending action.
Data Type	Record
Ability to View	All
Ability to Update	Government
Definition	\$Location *Agency* + \$Action + \$Case type + \$Summary + \$Dates + \$Supplementary Information

CURRENT PROCESSING OF RECORDS

Data Name	Notification
Abbreviation	
Description	A notification is received from another agency informing BLM of actions taken on Federal lands.
Data Type	Record
Ability to View	All
Ability to Update	Other agency
Definition	\$Other agency description + \$Legal description

CURRENT PROCESSING OF RECORDS

Data Name	Orders by Geographic State
Abbreviation	
Description	The orders by geographic state are received from the Miscellaneous Document Index (MDI) which is an abstract of the full text of documents or actions of a general nature with amendments or revisions which pertain to the entire State without specifically identifying the lands involved by land description.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Abstract of text

CURRENT PROCESSING OF RECORDS

Data Name Public Update

Abbreviation

Description A public update is performed daily to keep the records current. The information is received from notices, Acts of Congress, surveys and errors.

Data Type Data flow

Ability to View All

Ability to Update BLM

Definition Written documentation

CURRENT PROCESSING OF RECORDS

Data Name	Publications
Abbreviation	
Description	Publications are any form of printed document that the public at large requests from records assistance.
Data Type	Aggregate
Ability to View	All
Ability to Update	Government
Definition	\$Printed documents

CURRENT PROCESSING OF RECORDS

Data Name	Questions
Abbreviation	
Description	Questions are inquiries. Questions arise when information on a particular subject is needed.
Data Type	Data flow
Ability to View	All
Ability to Update	N/A
Definition	[Verbal query Written query]

CURRENT PROCESSING OF RECORDS

Data Name	Receipt
Abbreviation	
Description	A receipt is confirmation of fees paid.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Form *for accounting purposes*

CURRENT PROCESSING OF RECORDS

Data Name Record

Abbreviation

Description A record is the collection of information needed for update, reproduction or appeal. This includes a copy of the record and old records that are stored in NARA.

Data Type Data flow

Ability to View All

Ability to Update BLM

Definition [\$MTP | \$Use plat | \$Supplemental Plat | \$HI | \$Tract Book | \$PLS | \$CDI | \$SRP/CR/ORCA/AALMRS | \$MDI]

CURRENT PROCESSING OF RECORDS

Data Name	Redo
Abbreviation	
Description	A redo occurs when an incorrect update to the records has been made. The quality and assurance review finds the error and orders the update to be redone.
Data Type	Data flow
Ability to View	N/A
Ability to Update	BLM
Definition	Notation *of incorrect update*

CURRENT PROCESSING OF RECORDS

Data Name	Request for Case File
Abbreviation	Req cf
Description	A request is initiated by the reviewing office to obtain the appropriate case file required in updating the records.
Data Type	Record
Ability to View	BLM
Ability to Update	N/A
Definition	\$Written statement

CURRENT PROCESSING OF RECORDS

Data Name	Routing Slip
Abbreviation	.
Description	A routing slip shows the order of processing a given case within BLM.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	*Slip containing* \$Locations *where the* + New casefile *goes*

CURRENT PROCESSING OF RECORDS

Data Name	Security Update
Abbreviation	
Description	A security update is performed to protect the files that are current.
Data Type	Data flow
Ability to View	BLM
Ability to Update	BLM
Definition	\$Written documentation

CURRENT PROCESSING OF RECORDS

Data Name	Serial Number
Abbreviation	
Description	A serial number is the unique number assigned to identify a case.
Data Type	Element
Ability to View	All
Ability to Update	BLM
Definition	\$Number

CURRENT PROCESSING OF RECORDS

Data Name	Statistics
Abbreviation	
Description	Statistics is a summary of the activity on the public land for disposal and use. The information can be obtained from the PLS.
Data Type	Data flow
Ability to View	All
Ability to Update	BLM
Definition	\$(Land of the United States and Possessions" + \$Bureau of Land Management Programs" + \$Bureau of Land Management Administration" + \$Illustrations"

CURRENT PROCESSING OF RECORDS

Data Name	Survey
Abbreviation	
Description	Cadastral survey data consists of plats and field notes, from which the location of land can be obtained; bearings and distances from original surveys, resurveys, special surveys, and metes and bound surveys. From the bearings and distances, geographic coordinates, township and related surveys can be spatially displayed as they relate to one another.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Field notes + \$Processes of survey + \$Results on the ground + \$Plat

CURRENT PROCESSING OF RECORDS

Data Name	Survey Information
Abbreviation	
Description	Survey information can be mineral surveys, private surveys, and cadastral survey all of which consist of the elements: field notes, processes of survey, results on the ground, and the plat.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Field notes + \$Processes of survey + \$Results on the ground + \$Plat

CURRENT PROCESSING OF RECORDS

Data Name	Title Information and Other Orders
Abbreviation	.
Description	Title information and other orders are transitioned from the CDI which contains copies of patents and other documents which contain restrictions on public lands.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Copies *of patents and other documents*

CURRENT PROCESSING OF RECORDS

Data Name	Update
Abbreviation	
Description	An update is new information resulting in a change to the records.
Data Type	Element
Ability to View	BLM
Ability to Update	BLM
Definition	[\$Refined data \$Additional information]

CURRENT PROCESSING OF RECORDS

Data Name	Updated Case Activity Information
Abbreviation	
Description	Updated case activity information is posted to a CR system and consists of the following elements: serial number, accounting information, applicant information and other abstract information.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	[Case number \$Accounting information \$Applicant information Abstract]

CURRENT PROCESSING OF RECORDS

Data Name	Updated Historical Summary Information
Abbreviation	
Description	Updated historical information is data as to previous case type actions and is posted to the HI, Tract Book or Indian Allotment Book.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Information concerning case type + \$Additional pertinent information

CURRENT PROCESSING OF RECORDS

Data Name	Updated Orders by Geographic State
Abbreviation	
Description	The updated orders by geographic state are noted in the Miscellaneous Document Index (MDI) which is an abstract of the full text of documents or actions of a general nature with amendments or revisions which pertain to the entire State without specifically identifying the lands involved by land description.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Abstract of text

CURRENT PROCESSING OF RECORDS

Data Name	Updated Plat Information
Abbreviation	
Description	A plat (Master title, Use or Supplemental) is updated when new information is received from Cadastral or a new case.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Case type information + \$Additional survey information

CURRENT PROCESSING OF RECORDS

Data Name	Updated Statistical Information
Abbreviation	
Description	The updated statistical information is formulated from information received through Congress and the like. This information is used to update the Public Land Statistics (PLS).
Data Type	Data flow
Ability to View	BLM
Ability to Update	BLM
Definition	\$"Land of the United States and Possessions" + \$"Bureau of Land Management Programs" + \$"Bureau of Land Management Administration" + \$"Illustrations"

CURRENT PROCESSING OF RECORDS

Data Name	Updated Title Information and Other Orders
Abbreviation	
Description	Updated title information and other orders is transitioned to the CDI which contains copies of patents and other documents which contain restrictions on public lands.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Copies *of patents and other documents*

CURRENT PROCESSING OF RECORDS

Abbreviation
Data Name

Req of
Request for Case File